



*A Public Service Agency*

# **CALIFORNIA INTERNATIONAL REGISTRATION PLAN (IRP)**



## **2006 IRP HANDBOOK**

## Foreword

This handbook has been prepared as a guide to obtaining apportioned registration for motor carriers based in California. The instructions in this handbook should provide the basic information needed when preparing annual (renewal) registration, original, and supplemental applications.

This publication conveys the laws, regulations, and policies in effect on the date of printing, which is shown as "Rev. 7/2005" on the bottom of each page of the handbook. California laws, IRP regulations, and California Department of Motor Vehicles policies for IRP registration are subject to change at any time and active California IRP registrants may or may not be notified of those changes as they occur.

## **TABLE OF CONTENTS**

<b>CHAPTER 1</b>	<b>INTERNATIONAL REGISTRATION PLAN: INTRODUCTION AND GENERAL INFORMATION</b>	<b>Page</b>
1.000	What is the International Registration Plan?	1-1
1.005	Submitting IRP Applications	1-2
1.010	Handbook For Vision Impaired Customers	1-3
1.015	How to Obtain California DMV Forms	1-4
1.020	Registration Service Agents	1-7
1.025	IRP Telephone Information Service and Policies	1-8
1.030	IRP Application Information/Document Requirements	1-8
 <b>CHAPTER 2</b>	 <b>PROVISIONS OF THE IRP AGREEMENT</b>	
2.000	Introduction	2-1
2.005	IRP Member Jurisdictions	2-1
2.010	Requirements to Qualify for IRP Registration	2-1
2.015	Determining Base Jurisdiction	2-2
2.020	Owner-Operator Registration Options	2-2
2.025	Established Place of Business-Defined	2-3
2.030	Apportionable (IRP) Vehicles Defined	2-4
2.040	Household Goods Carriers	2-5
2.045	Rental Passenger Vehicle Fleets	2-6
2.050	One-Way Fleets	2-6
2.055	Motor Bus Apportionment	2-7
2.060	Cab Cards	2-8
 <b>CHAPTER 3</b>	 <b>FLEET DISTANCE AND VEHICLE OPERATIONAL WEIGHT REQUIREMENTS</b>	
3.000	Introduction	3-1
3.005	Determining Distance	3-1
3.010	Fleets with an Established History	3-2
3.015	Fleets with No Interstate Travel History	3-3
3.020	California Estimated Distance Chart	3-4
3.025	How IRP Jurisdictional Distance Percentages are Determined and Computed by DMV	3-5

<b>CHAPTER 3 (Continued)</b>	<b>FLEET DISTANCE AND VEHICLE OPERATIONAL WEIGHT REQUIREMENTS</b>	<b>Page</b>
3.030	Expanding Fleet Operations Into Additional IRP Jurisdictions	3-7
3.035	Contiguous Distances	3-8
3.040	Foreign Jurisdiction Declared Jurisdictional Weights – Schedule C	3-9
3.045	California Declared Jurisdictional Weights – Schedule C	3-10
3.050	Individual Vehicle Weight Increases	3-11
3.055	Individual Vehicle Weight Decreases	3-11
3.060	California CVRA Weight and Weight Decals	3-12
3.065	Weight Variance Requirements	3-12
<b>Chapter 4</b>	<b>CALIFORNIA SPECIFIC IRP REGISTRATION REQUIREMENTS – ORIGINAL IRP APPLICATIONS</b>	
4.000	Introduction	4-1
4.005	Forms Required for Original IRP Applications	4-1
4.010	California IRP Carrier Information-Schedule A/B, Reg. 2117	4-2
4.015	Established Place of Business-Documentation	4-2
4.020	California IRP Vehicle Data – Schedule C Reg. 2118	4-2
4.025	Federal Heavy Vehicle Use Tax (FHVUT)	4-3
4.030	Agreement To Prepare And Maintain Records And Report Information In Accordance With International Registration Plan And California Apportionment Requirements – Reg. 522	4-4
4.035	Vehicle Identification Number (VIN) Verification	4-5
4.040	Motor Carrier Lessee Fleet, Lease Agreements	4-5
4.045	International Fuel Tax Agreement (IFTA) Number	4-5
4.050	U.S. Department of Transportation Number	4-5
4.055	Preexisting Vehicle Violations	4-6
4.060	Vehicles with Prior Audit Fee Lien Perfection Stops	4-7
4.065	Continuous Registration Requirement	4-7
4.070	Failure to Submit Documents	4-7

<b>CHAPTER 5</b>	<b>IRP SUPPLEMENT APPLICATIONS</b>	<b>Page</b>
5.000	When to Submit an IRP Supplement Application	5-1
5.005	Applications Submitted After November 1	5-1
5.010	Change of Registrant Name	5-1
5.015	Fleet Address Changes/Corrections	5-2
5.020	Vehicle Additions and Deletions	5-2
5.025	Expanded Operations (State Additions)	5-3
5.030	Vehicle Weight Increase Applications	5-4
5.035	Vehicle Weight Decrease Applications	5-6
5.040	Replacement Credentials	5-6
5.045	Change of Registration Service Agent Authority	5-7
 <b>CHAPTER 6</b>	 <b>2006 IRP RENEWAL INSTRUCTIONS</b>	
6.000	General Information	6-1
6.005	Processing Priorities	6-1
6.010	Payment Methods	6-1
6.015	Temporary Operating Authority	6-1
6.020	Payment of Fees and Penalties	6-2
6.025	Deleted Vehicle Policy	6-3
6.030	Late Renewals	6-3
6.035	Evidence of Public Liability Insurance	6-4
6.040	Federal Heavy Vehicle Use Tax	6-5
6.045	Registration Service Agent Reauthorization	6-5
6.050	Agreement To Prepare and Maintain Records and Report Information in Accordance with International Registration Plan and California Apportionment Requirements – Reg. 522	6-6
6.055	Renewal Documents (Page A – I)	6-6 to 6-14

<b>CHAPTER 7</b>	<b>IRP REGISTRATION FEES</b>	<b>Page</b>
7.000	Initial Deposit of Fees	7-1
7.005	California Fee Schedule	7-1
7.010	Apportioned Fees or Full California Fees	7-2
7.015	Billing Invoices	7-3
7.020	Payments by Dishonored Check	7-3
7.025	Sanctions for Failure to Pay Fees	7-4
7.030	California IRP Fee Structures	7-4
7.035	How to Compute the Unladen Weight Fee	7-6
7.040	How to Compute the Gross Vehicle Weight Fee	7-6
7.045	How to Compute the VLF	7-7
7.050	Penalties: Original and Supplement Applications	7-8
7.055	Application Fee	7-8
7.060	Credential Fee	7-8
7.065	Replacement Cab Card	7-8
7.070	Replacement Plates	7-9
7.075	Replacement Stickers	7-9
7.080	Replacement Weight Decals/Year Stickers	7-9
7.085	Fees for Foreign Jurisdiction Vehicle Weight Increase Applications	7-9
7.090	Fees for California Vehicle Weight Increase/Decrease Applications	7-10
7.095	Fees for Jurisdiction (State) Addition Applications	7-14
7.100	California Conversion Credits	7-14
7.105	California Unladen Weight Fee/Gross Vehicle Weight Fee Replacement Credits	7-15
7.110	Foreign IRP Jurisdiction Replacement Credits	7-18
7.115	Refunds	7-19
7.120	Foreign IRP Jurisdiction Fee Schedules	7-19
7.125	Colorado Low Mileage Fee Reduction	7-20
7.130	Arizona Reduced Rate Fees	7-20
7.135	Utah Reduced Rate Fees	7-21
7.140	City and County Fees	7-22
<b>CHAPTER 8</b>	<b>IRP TEMPORARY OPERATING AUTHORITY</b>	
8.000	Temporary Operating Authority	8-1
8.005	Temporary Registration Authorization Form (Reg. 2126)	8-1
8.010	Third Party Facsimile (Wire) Operating Authority	8-2

<b>CHAPTER 9</b>	<b>AUDITS AND RECORDKEEPING</b>	<b>Page</b>
9.000	Authority and Frequency of Audits	9-1
9.005	Joint Audits	9-1
9.010	Purposes of Audits	9-1
9.015	Audit Standards	9-1
9.020	Audit Location	9-1
9.025	Audit Notification	9-2
9.030	Internal Control Questionnaire	9-2
9.035	Travel Expense	9-3
9.040	Notification of Audit Results to Registrants	9-3
9.045	Netting of Audit Fee Adjustments	9-4
9.050	Interest and Penalties on Underpaid California Fees	9-4
9.055	Registrant's Options Upon Receipt of Audit Report	9-5
9.060	Lien, Suspension of Operating Authority, and Seizure of Vehicles	9-6
9.065	Recordkeeping	9-6
9.070	Record Retention and Preservation	9-7
9.075	Failure to Maintain or Provide Adequate Records for Audit	9-7
9.080	Purchase Price and Date	9-8
9.085	Acceptable Vehicle Cost Documents	9-8
9.090	Individual Vehicle Distance Records (IVDRs)	9-9
9.095	Accountable Vehicle Distance	9-10
9.100	Maintenance of IVDRs	9-10
9.105	Trip Distance and Odometer Readings	9-11
9.110	On-Board Recording Device	9-11
9.115	Filing and Organization of IVDRs	9-12
9.120	Monthly Summaries	9-12
9.125	Quarterly Summaries	9-12
9.130	Yearly Summary	9-13
9.135	Registrants with Multiple Fleets	9-13
9.140	Trip Permits and Evidence of Registration	9-13
9.145	Interjurisdictional Travel	9-14
9.150	Estimated Distance	9-14
9.155	Unregistered or Improperly Registered Vehicles	9-15
9.160	Resident Registering Vehicle in Foreign Jurisdiction	9-15
9.165	Additional Information	9-16

<b>CHAPTER 10</b>	<b>COMMON RECORDKEEPING AND REPORTING ERRORS</b>	<b>Page</b>
10.000	Failure to Preserve and Provide Adequate Records for Audit	10-1
10.005	Vehicles Operated In California Without Proper Registration	10-1
10.010	Improper Use of Estimated Distance	10-2
10.015	Use of Incorrect Preceding Year	10-2
10.020	Use of Incorrect Preceding Year	10-2
10.025	Summaries Disagreeing With Reported Distance	10-2
10.030	Missing or Incomplete Summaries	10-2
10.035	Missing IVDRs and Insufficient Documentation of Vehicle Movement	10-3
10.040	IVDRs Not Batched in Date Sequence by Equipment Number	10-3
10.045	Insufficient Information on IVDRs	10-3
10.050	Missing Odometer or Hubodometer Readings on IVDRs	10-3
10.055	Gaps in Odometer Readings	10-3
10.060	Difference Between Total Distance and Odometer Readings	10-3
10.065	Unreported Local or Intrastate Distance	10-3
10.070	Improper Inclusion of Distance Accrued by Non-apportioned Vehicles	10-4
10.075	Absence of Interjurisdictional Movement	10-4
10.080	Improper Removal of Distance From Total Fleet Distance	10-4
10.085	Unsupported Purchase Prices and Dates	10-4
10.090	Exclusion of Federal Excise Tax and Other Reportable Costs From Purchase Prices	10-4
<b>CHAPTER 11</b>	<b>OTHER MOTOR CARRIER/VEHICLE REGISTRATION PROGRAMS</b>	
11.000	Permanent Trailer Identification (PTI) Program	11-1
11.005	State Board of Equalization-IFTA	11-2
11.010	California Motor Carrier Permits	11-3
11.015	Single State Registration System (SSRS)	11-4
11.020	California Public Utilities Commission	11-5
11.025	Oversize/Overweight Permits (OS/OW)	11-5



<b>CHAPTER 12</b>	<b>ALTERNATIVE FORMS OF CALIFORNIA NON-RESIDENT VEHICLE REGISTRATION</b>	<b>Page</b>
12.000	General Information	12-1
12.005	Four Day Non-Resident Temporary Permits	12-2
12.010	Ninety (90) Day Non-Resident Commercial Permit	12-3
12.015	Use Fuel Tax Trip Permit	12-3
12.020	Alaska Based Vehicles	12-4
<b>CHAPTER 13</b>	<b>IRP FORMS AND DOCUMENTS</b>	
	Schedule A/B, Reg. 2117 (Rev. 7/2003)	13A-D
	Schedule C, Reg. 2118 (Rev. 7/2003)	13E-H
	Agreement To Prepare And Maintain Records And Report Information In Accordance With International Registration Plan And California Apportionment Requirements, Reg. 522 (Rev. 7/2004)	13I
	Colorado Data Form, Reg. 142 (Rev. 9/96)	13J
	Arizona/Utah Reduced Rate Certification Form	13K
	Individual Vehicle Distance Record	13L
	Monthly Summary	13M
	Yearly Recap by Equipment Number	13N
	Yearly Recap by Month	13O
	Motor Carrier Fleet Name Change (Rev 8/03)	13P
	IRP Customer Application Checklist (Rev 8/05)	13Q
<b>CHAPTER 14</b>	<b>DESCRIPTIVE VEHICLE GUIDE</b>	14-1
<b>CHAPTER 15</b>	<b>DEFINITIONS</b>	15-1
<b>CHAPTER 16</b>	<b>DMV IRP FIELD OFFICES</b>	16-1

## CHAPTER 1: INTERNATIONAL REGISTRATION PLAN: INTRODUCTION AND GENERAL INFORMATION

### 1.000

#### **What is the International Registration Plan (IRP)**

The International Registration Plan is an apportioned or “prorated” registration program that allows payment of license fees based on the total distance operated in two or more member jurisdictions. All jurisdictions have agreed to allow one jurisdiction (base jurisdiction) to collect the license fees due. The base jurisdiction calculates and collects the license fees due to all member jurisdictions in which the registrant’s fleet/vehicles will be operated. The fees are divided and disbursed periodically.

Registrants file for IRP registration in their base jurisdiction. The base jurisdiction issues one set of registration credentials (one apportioned license plate and cab card) for each fleet vehicle registered under the plan. The cab card displays the jurisdictions in which the fleet vehicles are qualified for operation and the qualified operating weight for each jurisdiction.

California will only accept IRP applications from carriers who provide proof of residency or an established place of business in the required form in California. Carriers based outside of California should contact the vehicle registration regulatory agency in their home state. The IRP, Inc. website shown at the end of this section contains a complete list of IRP offices for member jurisdictions.

California became a member of the IRP, effective January 1, 1985. Presently there are 59 jurisdictions (the 48 contiguous states, the District of Columbia, and 10 Canadian provinces) that are members of the IRP.

The provisions of the IRP are approved by the member jurisdictions and maintained by the Board of Directors of IRP, Inc., a subsidiary of the American Association of Motor Vehicle Administrators (AAMVA). The International Registration Plan is available to download free of cost, at the IRP, Inc. website. You may also request a hard copy of The Plan, for a shipping cost of \$35 USD at the address below.

IRP, Inc.  
c/o SunTrust Bank  
P.O. Box 79702  
Baltimore, MD 21279-0702  
Telephone (703) 522-1905  
Fax (703) 527-2745  
[www.aamva.org/irp](http://www.aamva.org/irp)

***Note: Vehicles operated INTRASTATE ONLY do not qualify for IRP registration.***

## CHAPTER 1: INTERNATIONAL REGISTRATION PLAN: INTRODUCTION AND GENERAL INFORMATION

### 1.005 Submitting IRP Applications

Prior to submitting an original or supplemental IRP application to DMV, please complete the Customer Application Checklist, Reg 2129 (Rev 8/05) in Chapter 13, to determine what documents and fees are required by application type except for renewals. You may submit the checklist with the application package and appropriate fees to a California DMV IRP field office (listed in Chapter 16) or by mail to:

Department of Motor Vehicles  
International Registration Plan Unit  
P.O. Box 932320 MS H160  
Sacramento, CA 94232-3200

(Renewals may only be submitted to Sacramento)

The following physical address may be used for ***special or expedite mailing only*** (no walk-in services are available at this address):

Department of Motor Vehicles  
International Registration Plan Unit  
2415 First Avenue MS H160  
Sacramento, CA 95818

To obtain forms, additional information, or request assistance, contact the IRP Operations Unit at:

Telephone (916) 657-7971  
Fax:(916) 657-6628

Office Hours:

8:00 a.m. to 5:00 p.m. PST Monday, Tuesday, Thursday, and Friday  
9:00 AM to 5:00 PM Wednesday

Field office personnel will not assist customers or agents with the completion and preparation of IRP applications. For detailed instructions on completing Schedules A/B and C refer to the tear off instructions sheet attached to the blank forms

DMV IRP field offices may issue IRP plates, stickers and temporary registration upon submission of all required documents with fees computed in one of the following three ways:

- The total apportioned fees for California and all qualified IRP jurisdictions as computed by the applicant or authorized agent
- Full (100%) California fees.
- \$200 per vehicle per month for the number of months between the application date and December 31.

## CHAPTER 1: INTERNATIONAL REGISTRATION PLAN: INTRODUCTION AND GENERAL INFORMATION

### 1.005 (Cont'd)

#### Submitting IRP Applications

The fees paid with an IRP application are a **deposit only** against the total fees due as computed and reported by the IRP Operations Unit on a billing statement. Once a billing statement has been issued, subsequent temporary operating authority or annual cab cards will not be issued until all fees due are **paid in full**.

***Balance due payments must be remitted in the form of a check or money order submitted by mail or overnight courier service directly to the IRP Operations Unit.*** DMV field offices will not accept payment for, issue fee receipts for, or issue second temporary registrations for, balance due payments. In order to avoid lapses in valid operating authority, registration agents and customers are required to remit sufficient funds to pay the full amount of apportioned registration fees due in all jurisdictions.

When submitting applications by mail, do not enclose cash payments.

### 1.010

#### Handbook for Vision Impaired Customers

Upon request, the Department will make special arrangements to assist those with visual disabilities by making this handbook available in Braille or large print. To request this service, contact the IRP Policy Unit at (916) 657-8244.

## CHAPTER 1: INTERNATIONAL REGISTRATION PLAN: INTRODUCTION AND GENERAL INFORMATION

1.015

### How to Obtain California DMV Forms

#### ***Policy Statement***

The Department of Motor Vehicles' (DMV) policy regarding forms is to:

- Make forms available to customers.
- Permit customers to procure forms from a private vendor as long as the vendor uses the most recent revision of the form (**Exception: California IRP Temporary Registration Authorization, Form Reg. 2126**).
- Permit customers to computer generate forms in the DMV approved format with print approval (**Exception: California IRP Temporary Registration Authorization, Form Reg. 2126**).

***\*\*Important: Reg. 2126, California IRP Temporary Registration Authorization may not be reproduced. Only the Original DMV form may be used. Customers may obtain supplies of the blank forms as indicated on page 1-6.***

#### ***General Guidelines***

IRP designated DMV Field Offices, as well as the IRP Operations Unit in Sacramento will provide a maximum of 25 copies of a particular form (unless their supply of the form is low). If 25 copies of a form are not available, the local DMV IRP Field Office or the IRP Operations Unit will send you one copy of the form so you may produce your own or have a supply produced.

Inventory Control Operations (ICO) located at the Sierra Point Drive Warehouse will fill a six-month supply of a particular form (based on the customer's usage) as long as the supply of the form is adequate and will not deplete stock. ICO will process requests for forms in bulk with-in five working days of receipt of the request.

## CHAPTER 1: INTERNATIONAL REGISTRATION PLAN: INTRODUCTION AND GENERAL INFORMATION

### 1.015 (Cont'd)

#### How to Obtain California DMV Forms

##### *Alternatives To Using DMV Forms*

With the exception of the California IRP Temporary Registration Authorization, Form Reg. 2126, you may purchase forms from a printer who will typeset the form or who uses offset printing (includes laser printing). ***Dot matrix printing is unacceptable.***

With the exception of the California IRP Temporary Registration Authorization, Form Reg. 2126, you may generate the form from your computer with prior approval of the IRP Policy Manager. Follow the guidelines listed below. Unapproved forms will be rejected. The address for the IRP Policy Unit Manager is:

DMV  
IRP Policy Unit  
PO BX 932320, MS H250  
Sacramento, CA 94232-3200

##### ***The Following Must Be Exactly Reproduced***

- Size of form
- Format—precise placement of text, graphics, and margins
- Content—must be identical to the latest DMV revision.
- Number of pages or sides
- Form legibility—equivalent or better
- Print font size
- Print type face (Helvetica or equivalent)
- Color of paper stock and text ink
- Form number
- Revision date
- Paper weight
- 1/4 inch blank margin around the form
- Necessary indexes or markings for microfilm processing or bar coding

**Note:** It is your responsibility to check with DMV for the latest revision of the form.

## CHAPTER 1: INTERNATIONAL REGISTRATION PLAN: INTRODUCTION AND GENERAL INFORMATION

### 1.015 (Cont'd)

#### How to Obtain California DMV Forms

##### Form Specifications

You may **NOT** reproduce the following:

- The DMV logo
- Any reference to the Office of State Publishing (OSP) either OSP or a seven or eight digit number on the bottom right hand corner of the form (i.e., 89 12345)
- The State Seal

**Exception:** If the form is photocopied, the items mentioned above do not need to be removed. The photocopy size must be the same size as the form and must be legible.

#### How to Obtain California DMV Forms (Continued)

##### *How To Order Bulk Forms*

Submit a written request on letterhead, indicate form(s) by form number or form title, quantity needed, street address for delivery and telephone number (post office box addresses not acceptable).

Write to:

Department of Motor Vehicles  
Materials Management Section  
Inventory Control Operations  
4201 Sierra Point Drive, Suite 112  
Sacramento, CA 95834-1998  
FAX Number: (916) 928-7900

DMV will process your request if the forms are in stock. If the forms are not available, you will be notified.

You may call (916) 928-7901, if you have any questions regarding your order.

##### **DMV Forms On The Web**

Many DMV forms are available and can be downloaded from the DMV Web Site. Visit us at **[www.dmv.ca.gov](http://www.dmv.ca.gov)**.

## **CHAPTER 1: INTERNATIONAL REGISTRATION PLAN: INTRODUCTION AND GENERAL INFORMATION**

### **1.020 Registration Service Agents (VC 505.2, 11400)**

Registration service agents or bureaus that are properly licensed by the Occupational Licensing Branch of DMV may prepare and file IRP applications on behalf of their customers.

New IRP registrants must submit an “Agent Authorization” form with their original application if they are to be represented for IRP registration purposes by a licensed registration service agent. The agent authorization is only valid in the year for which it was filed and it must be renewed annually with the IRP fleet renewal application. The agent authorization may be in any form as long as it contains the following information:

- The month, day, and year the authorization becomes effective
- IRP account number or “New” for original IRP applications.
- The full IRP account holder name
- The company name of the authorized licensed registration service
- The DMV occupational license number and expiration date of the registration service
- The mailing address and telephone number of the registration service
- The names of the employees of the registration service that are authorized to sign IRP applications
- The signature of a salaried authorized employee of the IRP registrant.

IRP registrants must notify the DMV IRP Operations Unit in writing immediately upon termination of their business relationship with a licensed registration service agent. Such notification must be signed by a salaried authorized employee of the IRP registrant and include the following information:

- IRP Account Number
- New Mailing Address
- New Company Representative Contact Name and Telephone number.

If the new authorized representative is another licensed registration service, the notification must include a new “Agent Authorization” which includes all the information listed above.



## **CHAPTER 1: INTERNATIONAL REGISTRATION PLAN: INTRODUCTION AND GENERAL INFORMATION**

### **1.020 (Cont'd)**

#### **Registration Service Agents (VC 505.2, 11400) Continued**

An employee of a licensed registration service agent cannot be designated as a company employee of an IRP registrant. All IRP applications prepared by licensed registration services must contain the registration service agent's DMV issued Occupational License Number and expiration date.

Although fleet records may be maintained at the agent's place of business, the actual IRP registrant must meet and continually maintain the business (physical) address requirements of the IRP Agreement.

Applications for an occupational license can be obtained by calling the Occupational Licensing Branch at (916) 657-6530 in Northern California or (213) 744-7563 in Southern California, or from the internet at **[www.dmv.ca.gov](http://www.dmv.ca.gov)**.

### **1.025**

#### **IRP Telephone Information Service and Policies**

The IRP Operations Unit in Sacramento has telephone representatives available for questions or information on Mondays, Tuesdays, Thursdays, and Fridays from 8 a.m. to 5 p.m. and on Wednesdays from 9 a.m. to 5 p.m. PST (except on state holidays). IRP representatives will discuss specific IRP carrier, vehicle, and account registration information and status only with individuals employed by the authorized registration service agent or the owner or employees of the IRP registrant.

### **1.030**

#### **IRP Application Information/Document Requirements**

The IRP registration process involves the filing of numerous documents. Submission of all required documents with complete information is essential to timely processing of applications and prompt issuance of the IRP cab cards.

It is extremely important that all customers carefully review and follow the perforated instructions attached to the IRP Schedules A/B and C.

## CHAPTER 2 PROVISIONS OF THE IRP AGREEMENT

### 2.000 Introduction

This chapter clarifies those sections of the official IRP Agreement that define the most basic IRP registrant qualification requirements and/or registration options. Much of the content of the remainder of this handbook is also based on the requirements of the IRP Agreement and the California Vehicle Code (CVC) and, where that is true, the applicable IRP Agreement or CVC code sections are cited.

### 2.005 IRP Member Jurisdictions

The following states and Canadian provinces are the member jurisdictions that participate in the IRP Agreement:

Alabama (AL)	Manitoba (MB)	Oklahoma (OK)
Alberta (AB)	Maryland (MD)	Ontario (ON)
Arizona (AZ)	Massachusetts (MA)	Oregon (OR)
Arkansas (AR)	Michigan (MI)	Pennsylvania (PA)
British Colombia (BC)	Minnesota (MN)	Prince Edward Island (PE)
California (CA)	Mississippi (MS)	Quebec (QC)
Colorado (CO)	Missouri (MO)	Rhode Island (RI)
Connecticut (CT)	Montana (MT)	Saskatchewan (SK)
Delaware (DE)	Nebraska (NE)	South Carolina (SC)
Dist. of Columbia (DC)	Nevada (NV)	South Dakota (SD)
Florida (FL)	New Brunswick (NB)	Tennessee (TN)
Georgia (GA)	New Hampshire (NH)	Texas (TX)
Idaho (ID)	New Jersey (NJ)	Utah (UT)
Illinois (IL)	New Mexico (NM)	Vermont (VT)
Indiana (IN)	New York (NY)	Virginia (VA)
Iowa (IA)	Newfoundland (NL)	Washington (WA)
Kansas (KS)	North Carolina (NC)	West Virginia (WV)
Kentucky (KY)	North Dakota (ND)	Wisconsin (WI)
Louisiana (LA)	Nova Scotia (NS)	Wyoming (WY)
Maine (ME)	Ohio (OH)	

### 2.010 Requirements to Qualify for IRP Registration (IRP Plan, Article II)

Commercial vehicle operators must meet the following requirements to qualify for IRP registration:

- Operate one or more commercial vehicles in two or more IRP member jurisdictions.
- Have an established place of business in an IRP member jurisdiction.

## CHAPTER 2 PROVISIONS OF THE IRP AGREEMENT

### 2.015 **Determining Base Jurisdiction (IRP Article II, 210)**

“Base Jurisdiction” means, for purposes of fleet registration, the jurisdiction where the registrant has an established place of business, where distance is accrued by the fleet and where operational records of such fleet are maintained or can be made available in accordance with the provisions of Section 1602 of the IRP Agreement.

### 2.020 **Owner-Operator Registration Options (IRP Article IX, 902, 904, 906)**

In the case of owner-operators, the IRP Agreement provides two IRP registration options as follows:

1. “The owner-operator may be the registrant and the vehicle may be registered in the name of the owner-operator. The allocation of fees shall be according to the operational records of the owner-operator. The identification plates and cab card shall be the property of the owner-operator and may reflect both the owner-operator’s name and that of the motor carrier as lessee.”
2. “The lessee motor carrier has an option to register as the registrant for the owner-operator. The vehicle may be registered by the motor carrier but must be in both the owner-operator’s name and the motor carrier as lessee. The allocation of fees shall be according to the records of the motor carrier (lessee).

**Note:** Original and vehicle addition supplements submitted for lessee motor carrier fleets as described in #2 above must include a copy of the lease agreement for each vehicle listed on the application.

## CHAPTER 2 PROVISIONS OF THE IRP AGREEMENT

### 2.025 Established Place of Business-Defined (IRP Article II, 218)

- (a) "Established Place of Business" means a physical structure owned, leased or rented by the fleet registrant.
- (b) The physical structure shall be designated by a street number or road location, be open during normal business hours, and have located within it:
  - (1) a telephone or telephones publicly listed in the name of the fleet registrant,
  - (2) a person or persons conducting the fleet registrant's business, and
  - (3) the operational records of the fleet (unless such records can be made available in accordance with the provisions of IRP Agreement, Section 1602).

Rental of a desk or desk space in a structure, that is not owned, leased, or rented by the fleet owner, does not constitute a valid place of business for purposes of IRP qualification.

## CHAPTER 2 PROVISIONS OF THE IRP AGREEMENT

### 2.030 Apportionable (IRP) Vehicles Defined (IRP Article II, 204)

“Apportionable Vehicle” means any vehicle, except recreational vehicles, vehicles displaying restricted plates, city pick up and delivery vehicles, buses used in transportation of chartered parties, and Government-owned vehicles, used or intended for use in two or more member jurisdictions that allocate or proportionally register vehicles and is used for the transportation of persons for hire or designed, used or maintained primarily for the transportation of property and:

- 1) is a power unit having two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds or 11,793.401 kilograms; or
- 2) is a power unit having three or more axles, regardless of weight; or
- 3) is used in combination, when the weight of such combination exceeds 26,000 pounds or 11,793.401 kilograms gross vehicle weight.

Trucks and truck tractors, and combinations of vehicles having a gross vehicle weight of 26,000 pounds or 11,793.401 kilograms or less and buses used in transportation of chartered parties may be proportionally registered at the option of the registrant.

#### **California Exceptions:**

- (a) Non-resident charter buses, regardless of weight, must have some form of California registration to operate in this state. See Chapter 12 for non-resident registration alternatives.
- (b) Non-resident motor vehicles weighing 26,000 pounds or less and designed with a cargo carrying capacity, such as pickup trucks and cargo vans that are used in the furtherance of a commercial enterprise and operated intrastate in California must have some form of California registration. See Chapter 12 for non-resident registration alternatives.

**NOTE: VEHICLES OPERATING INTRASTATE ONLY ARE NOT ELIGIBLE FOR APPORTIONED REGISTRATION.**

## CHAPTER 2 PROVISIONS OF THE IRP AGREEMENT

### 2.035 Household Goods Carriers (IRP Article XII, 1200-1206)

#### **Equipment Leased From Service Representative**

A Household Goods Carrier using a vehicle leased from a service representative may elect to base the vehicle in the base jurisdiction of the service representative, or that of the carrier.

#### **Owner-Operator Leased Equipment**

A Household Goods Carrier shall register an owner-operator's vehicle, except one owned by a service representative, when the vehicle is used to transport cargo exclusively for a Household Goods Carrier. The vehicle shall be registered in the Household Goods Carrier's base jurisdiction. The vehicle shall be registered in both the owner-operator's and the Household Goods Carrier's names. The Household Goods Carrier's records shall be used to determine apportioned fees.

#### **Registration in Base Jurisdiction of Service Representative**

In those cases where Household Goods Carrier equipment is elected to be registered in the base jurisdiction of the service representative, the equipment shall be registered in said service representative's name and that of the carrier as lessee with the apportionment of fees according to the combined records of the service representative and those of the carrier, and such records must be kept or made available in the service representative's base jurisdiction.

#### **Registration in Base Jurisdiction of Carrier**

If the election is the base jurisdiction of the carrier, and such jurisdiction is a member jurisdiction, the equipment shall be registered by and in the name of the carrier and that of the service representative as lessor with the apportionment of fees according to the records of the carrier and the service representative which must include intrajurisdiction miles or kilometers operated by those vehicles applicable under the agreement.

The records must be kept or made available in the base jurisdiction of the carrier. Service representatives properly registered under this election shall be fully registered for operations under their own authority as well as under the authority of the carrier.

## **CHAPTER 2 PROVISIONS OF THE IRP AGREEMENT**

### **2.040 Rental Passenger Vehicle Fleets (IRP Article XI, 1116)**

Rental Passenger car registrations may be allocated based on revenue earned in each jurisdiction. Properly allocated rental passenger cars may be rented from any member jurisdiction.

To determine the percentage of total fleet vehicles to be registered in a jurisdiction:

1. Divide the gross revenue earned in a jurisdiction in the preceding year for the use of all rental passenger cars by the gross rental revenue earned in all jurisdictions.
2. Multiply the number of vehicles in the rental fleet by the percentage determined in (1).

### **2.045 One-Way Fleets (IRP Article XI, 1122)**

Owners of trucks registered 26,000 pounds (GVW) or less identified as a part of a one-way fleet must:

- 1) Allocate all one-way rental vehicles to the respective member jurisdictions as determined in the IRP Agreement, Section 300 and must (full plate) register a proportionate number of one-way rental vehicles in each member jurisdiction; or
- 2) Apportion all one-way rental vehicles pursuant to the IRP Agreement, Article III, Section 204.

Any truck registered pursuant to this section may be used in interjurisdictional and intrajurisdictional operation.

## CHAPTER 2 PROVISIONS OF THE IRP AGREEMENT

### 2.050 Motor Bus Apportionment (IRP Article XIII)

#### **Apportionment of Fees**

The apportionment of motor bus registration fees shall be based solely on the relationship of base jurisdiction distance versus total distance operated. Apportionment shall be accomplished as provided in Article XIII of the IRP Agreement.

#### **Application Filing**

The registrant shall file an application for apportioned registration with the base jurisdiction listing buses assigned in pools.

#### **Determination of Total Miles or Kilometers**

At the option of the registrant, total distance may be the sum of all actual in-jurisdiction distance or a sum equal to the scheduled route distance per jurisdiction from the farthest point of origination to the farthest point of destination of the scheduled pool.

#### **Determination of In-Jurisdiction Distance Percent**

After determining the total distance as indicated above, in-jurisdiction distance percent factors shall be derived by dividing the total distance into the in-jurisdiction distance.

#### **Distances Operated Outside of Pool Area**

Distances generated outside the designated pool are deemed to be reciprocity distance and the base jurisdiction may add such distances to the base jurisdiction's distance total.



## CHAPTER 2 PROVISIONS OF THE IRP AGREEMENT

### 2.055 Cab Cards (IRP Article V, 502)

The IRP registration certificate, known as a “cab card”, is issued by the base jurisdiction. The information on the cab card is derived from the information supplied to DMV by the applicant on the various application documents. Law enforcement officers in all IRP jurisdictions will enforce their vehicle operation laws according to the information contained on the cab card. Therefore, it is extremely important that the vehicle identification and weight information supplied to, and printed by DMV, on the cab card be accurate. It is of utmost importance for the applicant to review the cab cards for accuracy and notify DMV immediately if any information is incorrect or is changed in any way. California cab cards:

- Identify the vehicle by license plate number, owner equipment number, make, and vehicle identification number with a general vehicle description such as; axles, unladen weight, mode of power, type of carrier, etc. and the IRP account information.
- List the jurisdictions where the vehicle is authorized to operate and the maximum weight for each qualified IRP jurisdiction.
- Identify the qualified operating weight in pounds if jurisdiction is an American State and in kilograms if the jurisdiction is a Canadian Province.
- Indicate in the jurisdiction weight fields the number of seats (including the driver), instead of the maximum operating weight, when the “type” field identifies the vehicle as a “BS” (bus).
- List the registration and expiration dates for the vehicle.
- Identify the IRP registrant and, if appropriate, the lessor.

**IMPORTANT:** The original cab card must be carried in the vehicle for which it is issued. Law enforcement officials in some IRP jurisdictions do not recognize a photocopy of the cab card as a valid operating authority document.

## CHAPTER 3 FLEET DISTANCE AND VEHICLE OPERATIONAL WEIGHT REQUIREMENTS

### 3.000 Introduction

The distance section of Schedule A/B determines the jurisdictions that will be qualified for IRP registration and the distance percentages that will be used to calculate the fees due in each qualified jurisdiction. Fees for individual vehicles are determined based on the gross/combined gross vehicle weight (CGVW) of the power vehicles as declared by the applicant on Schedule C. This chapter details the specific requirements for determining the fleet distance and qualified vehicle weights. Samples of the Schedules A/B and C are contained in Chapter 13; however, ***you should review this chapter thoroughly before completing the forms.***

### 3.005 Determining Distance (IRP II, 238)

Fleet distance for fleets that have interstate travel history is always determined based on the ***historical*** distance generated by the power units that were part of the interstate fleet during the distance reporting period of July 1-June 30 (fiscal year) preceding the current calendar registration year. Distances generated under trip permits must be reported as actual miles.

Example: To determine fleet distance for the 2006 registration year, report distance from July 1, 2004, through June 30, 2005.

All vehicle distance (intrastate and interstate, loaded and empty, deadhead and bobtail, or trip permit) must be reported. Reportable distances include all off-highway distance and any distance generated by apportioned units leased to other carriers and individuals. See also Chapters 9 and 10 for information on record keeping requirements and common reporting errors.

## **CHAPTER 3 FLEET DISTANCE AND VEHICLE OPERATIONAL WEIGHT REQUIREMENTS**

### **3.010 Fleets With an Established History**

Original applications for fleets with an established pattern of interstate operation shall state the actual distance data in all jurisdictions for the distance reporting period (July 1 through June 30) with respect to the vehicles registered, or the fleet, as appropriate.

Examples requiring the use of distance history include:

IRP fleets previously based in another IRP member jurisdiction that have moved their IRP base registration to California.

or

A first-time apportioned carrier with interstate experience based on trip permits or dual intrastate registration.

or

Vehicle moved from one fleet to another fleet

or

Fleets are combined.

When distance history is available for use, disclose the reason and basis for the distance data used on the Schedule A/B.

## CHAPTER 3 FLEET DISTANCE AND VEHICLE OPERATIONAL WEIGHT REQUIREMENTS

### 3.015 Fleets With No Interstate Travel History

Original IRP applicants that have no interstate travel history and second year registrants that first filed their original California IRP application on or after June 1 of the previous registration year will qualify for IRP operation using estimated distances. ***Mileage can never be estimated in the third or subsequent year of IRP registration.***

Registrants that have no distance history in one or more jurisdictions must report estimated distances using one of the following methods:

**Method #1:** Use the distances shown on the “California Estimated Distance Chart” on the following page. If you choose to use the distances shown on the “California Estimated Distance Chart”, no substantiation of the distance estimates will be required.

**or**

**Method #2:** Calculate realistic estimated distances in the jurisdictions in which you anticipate travel by identifying points of departure and destination, routes of travel, frequency of trips, and any other factors that will determine the in-jurisdiction miles for each qualified jurisdiction. If you choose to calculate your own distance estimates, you must submit a detailed description identifying all of the factors named above that were used to determine the estimated distances and the calculated distance for each proposed movement. The Department may reject estimated distances that do not appear to be realistic. If the customer’s estimates are rejected, the mileage shown on the “California Estimated Distance Chart” will be used to establish the California and foreign jurisdiction estimated distances.

**New for 2006:** California will adopt the following for estimated miles. The first time that a jurisdiction is added to a renewal or initial application, estimates will be allowed. First year estimates are to be within the 100%. For subsequent year, reporting of the same jurisdiction without actual mileage will be considered above 100% provided the operation of the fleet was more than 90 days (Refer to the IRP Handbook, Section 3.030).

## CHAPTER 3 FLEET DISTANCE AND VEHICLE OPERATIONAL WEIGHT REQUIREMENTS

### 3.020 California Estimated Distance Chart

#### REVISED -

- IRP Ballot 291 requires a “reasonable estimated distance chart”, based on the actual operation of the California-based carriers. Estimated miles are based on the sum of the actual miles reported for each jurisdiction for 2005, divided by the average number of vehicles apportioned for IRP registration years 2003 and 2004. The estimated distance chart will be modified annually.

Jurisdiction	Distance	Jurisdiction	Distance
AL	230	NL	1
AB	43	NB	1
AZ	6,324	NH	10
AR	625	NJ	182
BC	26	NM	2,318
CA	43,489	NY	167
CO	469	NC	159
CT	97	ND	15
DE	16	NS	1
DC	1	OH	462
FL	360	OK	1,107
GA	249	ON	89
ID	267	OR	2,328
IL	478	PA	595
IN	398	PE	1
IA	294	QC	7
KS	192	RI	14
KY	99	SK	19
LA	297	SC	100
ME	13	SD	25
MB	4	TN	924
MD	98	TX	3,814
MA	89	UT	946
MI	98	VT	15
MN	37	VA	587
MS	180	WA	1,045
MO	510	WV	74
MT	87	WI	49
NE	419	WY	523
NV	2,740	Total	73,807

## CHAPTER 3 FLEET DISTANCE AND VEHICLE OPERATIONAL WEIGHT REQUIREMENTS

### 3.025 How IRP Jurisdictional Distance Percentages are Determined and Computed by DMV

In-jurisdiction distance for each IRP qualified jurisdiction are divided by the total fleet distance and carried out three places beyond the decimal to determine the distance percentage that will be assigned to each qualified IRP jurisdiction.

Although the registrant is required to report all actual in-jurisdiction distance, the following will be deducted from the grand total distance by the Department before computing the distance percentages to be assigned to each qualified IRP jurisdiction:

- Mexico distance
- Alaska distance
- Distance for any IRP jurisdiction in which the registrant has historical distance but for which the registrant is not requesting IRP qualification in a renewal year.

Example:

This carrier generated distance as follows in the distance reporting period of July 1, 2004-June 30, 2005:

California	35,563 [23.408]	Arizona	7,682 [5.056]
Oregon	10,361 [ 6.820]	Utah	5,928 [3.902]
Washington	8,567 [ 5.639]	Colorado	9,853 [6.485]
British Columbia	11,963 [ 7.874]	New Mexico	7,564 [4.979]
Alaska	9,682 [ 6.373]	<u>Texas</u>	<u>37,928 [24.964]</u>
Nevada	6,837 [ 4.500]	Total Distance	151,928 [100%]

Just prior to renewing the IRP fleet registration in December 2005, this carrier elects to discontinue fleet operations in those jurisdictions north of California. The carrier reports the distance shown above on the Schedule A/B but indicates that IRP qualification is not desired in Oregon, Washington, and British Columbia. Therefore his 2006 license year distance will be calculated by DMV as follows:

California	35,563 [34.026]
Arizona	7,682 [ 7.350]
Utah	5,928 [ 5.672]
Colorado	9,853 [ 9.427]]
New Mexico	7,564 [ 7.237]
<u>Texas</u>	<u>37,928 [36.288]</u>
Total Distance	104,518 [100%]

## CHAPTER 3 FLEET DISTANCE AND VEHICLE OPERATIONAL WEIGHT REQUIREMENTS

### 3.025 (Cont'd)

#### How IRP Jurisdictional Distance Percentages are Determined and Computed by DMV (Continued)

**Important:** Refer to the distance schedule side of Schedule A/B (mileage schedule). The check box immediately in front of each jurisdiction are intended to be checked (✓), X'd, or marked in some way by the registrant if IRP qualification **is desired** in that jurisdiction. If the box is checked, **the registrant must enter an actual or estimated mileage figure.** The box should be left blank if IRP qualification is **not desired** in that jurisdiction.

Failure to properly indicate qualification or non-qualification in IRP jurisdictions is one of the most common reporting errors and registrants should pay careful attention to and appropriately mark these boxes to ensure proper recording and fleet registration.

The "Est" box after the jurisdiction name must be checked (✓), X'd, or marked with an "E" if the distance reported is estimated.

## CHAPTER 3 FLEET DISTANCE AND VEHICLE OPERATIONAL WEIGHT REQUIREMENTS

### 3.030 Expanding Fleet Operations Into Additional IRP Jurisdictions

IRP registrants may elect, at any time, to expand their fleet operations into or through one or more IRP jurisdictions in which they have no previous operational history and that were not previously qualified for IRP registration. Regardless of when the registrant chooses to qualify the fleet in the added jurisdiction(s), the distance percentage calculated for the additional jurisdictions will be computed. The first time that a jurisdiction is added to the registrant's fleet, estimates will be allowed. First year estimates are to be within 100%. Subsequent year reporting of estimates for same jurisdiction without actual mileage will be considered over and above 100% provided the operation of the fleet was more than 90 days.

Refer to Chapter 3 of the IRP Handbook, Section 3.015 for acceptable methods of determining estimated mileage in added jurisdictions.

#### **EXAMPLE** (FIRST YEAR) :

An existing fleet owner reports actual distance as follows:

California	16,287 [50.765]
Nevada	2,371 [ 7.390]
Oregon	5,864 [18.278]
Arizona	3,748 [11.682]
New Mexico	<u>3,813 [11.885]</u>
TOTAL DISTANCE	32,083 [100%]

The owner now wants to operate the fleet in Texas and uses the Texas estimated distance of 3,814 miles as shown on the "California Estimated Distance Chart". The estimated Texas distance is added to the original total fleet distance resulting in a new total fleet distance of 35,897. Total fleet distance will be calculated within 100% for the first year.

#### **EXAMPLE** (SECOND OR SUBSEQUENT YEARS):

If the owner still wants to operate the fleet in Texas, but did not report any actual mileage for Texas from the previous year, using the "California Estimated Distance Chart", divide Texas estimated distance of 3,814 by the new total (35,897) equals 10.06% of full Texas fees due. This amount is in addition to fees already paid to the original jurisdictions and results in a combined **total of 110.62%** of total jurisdictional fees assessed over and above 100% (second and subsequent years).



## **CHAPTER 3 FLEET DISTANCE AND VEHICLE OPERATIONAL WEIGHT REQUIREMENTS**

### **3.030 Expanding Fleet Operations Into Additional IRP Jurisdictions – (Cont'd) (Continued)**

If a registrant decides to add a jurisdiction after filing of an original or renewal application in the current license year is commonly referred to as “jurisdiction (state) addition” application. The estimated miles for the second or subsequent year may also reflect jurisdiction (state) adds.

If the registrant had distance history in the added jurisdiction during the previous distance reporting period but elected not to apportion register the fleet in that jurisdiction at the time of renewal, the actual distance generated in that IRP jurisdiction must be reported, as a minimum, on the state addition application. The jurisdictional distance percentages for the previously qualified jurisdictions will not be altered and the distance percentage(s) for the added jurisdiction(s) will be computed within 100% for the first year as explained in the preceding sections.

Registrants may elect to operate in the added jurisdiction(s) under permits in lieu of IRP registration. Contact each jurisdictional authority office about appropriate permits. Contact address and telephone numbers for all IRP jurisdictions are available at the IRP, Inc. website link at ***www.aamva.org***.

Records for miles operated under permits must be retained and reported like any other mileage.

### **3.035 Contiguous Distances**

All reported actual or estimated distances must, with rare exception, reflect contiguous travel. Registrants that have legitimate non-contiguous operations must submit a Statement of Facts explaining the nature of the non-contiguous travel.

## CHAPTER 3 FLEET DISTANCE AND VEHICLE OPERATIONAL WEIGHT REQUIREMENTS

### 3.040 Foreign Jurisdiction Declared Jurisdictional Weights – Schedule C

All IRP member jurisdictions assess registration fees to power vehicles based upon the declared gross vehicle weight (CGVW) of the vehicle operated singly or in combination with any and all trailers pulled. Many jurisdictions assess registration fees to buses based on the number of seats, including the driver's seat.

IRP registrants must declare the CGVW that each power unit will operate in each jurisdiction. ***Effective July 31, 2005, and after, weight decals are required*** (Refer to Chapter 3 of the IRP Handbook, Section 3.050 (d)).

The weight declared will be used to calculate jurisdictional fees due and will be the basis for vehicle weight enforcement in each IRP jurisdiction. Vehicles operated in excess of the declared CGVW as shown on the cab card are subject to violation and citation in the IRP jurisdiction(s) where the declared weight is exceeded.

If the Schedule C box indicating "Maximum weight all jurisdictions" is marked, the cab cards for the power unit(s) will be issued indicating 80,000 lbs. CGVW in all jurisdictions except Alberta, Canada (90,000 lbs.).

Weights higher than 80,000 lbs. may be entered on a Schedule C, but if the weight requested is higher than a jurisdiction's statutory maximum operating weight, only the highest allowable weight is printed on the cab card.

Many jurisdictions allow for the operation of vehicles over the maximum weight, but additional requirements may be required for overweight permits. You must check with each jurisdiction individually for their overweight permit requirements. Addresses and telephone numbers for all IRP jurisdictions may be found at the IRP, Inc. website link at ***www.aamva.org***.

Vehicles qualifying at differing weights must be entered on the reverse of the Schedule C form. Failure to properly indicate weight information on Schedule C will result in qualification at the maximum weight in each qualified IRP jurisdiction. California will not refund foreign jurisdiction weight fees under any circumstances.

## CHAPTER 3 FLEET DISTANCE AND VEHICLE OPERATIONAL WEIGHT REQUIREMENTS

### 3.045 California Declared Jurisdictional Weights – Schedule C

**California Weight Declaration:** California has a two separate weight fee structures: Unladen Weight/Gross Vehicle Weight.

- a) Vehicles that will operate singly or in combination with trailers at 10,000 G/CGW or less are assessed Unladen Weight fees. For vehicles to be registered in this category, enter the unladen weight on Schedule C or the renewal “Jurisdictional CGVW Corrections Page” and show “U” as the California weight indicator. Vehicles so registered will indicate California maximum weight of 10,000 lbs. in the jurisdictional weight grid on the cab card.
- b) Vehicles that will operate singly without trailers at 10,001 G/CGW or more are assessed Gross Vehicle Weight fees. For vehicles to be registered in this category, enter the maximum gross vehicle operating weight on Schedule C or the renewal “Jurisdictional CGVW Corrections Page” and show “G” as the California weight indicator. Vehicles so registered will indicate the declared gross weight in the jurisdictional weight grid on the cab card.
- c) Vehicles that will operate in combination with trailers at 10,001 G/CGW or more are assessed Gross Vehicle Weight fees. For vehicles to be registered in this category, enter the maximum combined gross vehicle operating weight on Schedule C or the renewal “Jurisdictional CGVW Corrections Page” and show “C” as the California weight indicator. Vehicles so registered will indicate the declared combined gross weight in the jurisdictional weight grid on the cab card.
- d) ***Effective July 31, 2005 and after,*** a pair of weight decals and year stickers are required to be placed on each commercial vehicle subject to weight fees pursuant to CVC Section 9400.1. For original and supplement IRP applications, each will receive a pair of weight decals and 2005 stickers, at a fee of \$3 for each vehicle. For each renewal application, each commercial vehicle will receive, at a fee of \$3, either a pair of weight decals and 2006 year stickers; or a pair of new 2006 year stickers to place on existing weight decals. The weight decals reflect the top of the weight range (in thousands from 10,001 to 80,000 lbs) of the declared gross weight or gross combined operating weight reported to the department (Refer to Chapter 3 of the IRP Handbook, Section 3.060 “Weight Codes”)

## CHAPTER 3 FLEET DISTANCE AND VEHICLE OPERATIONAL WEIGHT REQUIREMENTS

### 3.050 Individual Vehicle Weight Increases

If one or more vehicles within the fleet require operation in California or any other qualified IRP jurisdiction at a weight greater than originally registered, the registrant may file a weight increase application.

California and foreign jurisdiction fees for each affected vehicle will be assessed based on the difference between the original registered lower weight and the increased weight (Refer to Chapter 3 of the IRP Handbook, Section 3.045 (d) for “WDL” weight decals)

To apply for a vehicle weight increase, submit a Schedule C with the “Vehicle Weight Increase” box marked. Refer to Chapter 7 of the IRP Handbook, Section 7.080 for specific fee calculation and payment instructions for weight increase applications.

### 3.055 Individual Vehicle Weight Decreases

If one or more vehicles within the fleet require operation in California or any other IRP jurisdiction at a lesser weight than originally reported, the registrant will be required to file a weight decrease application. **Refunds for fees paid at the previously reported higher weight will not be issued.**

The cab card for each power unit requiring the weight decrease must be surrendered to the department at the time of the request.

To apply for a vehicle weight decrease, submit a Schedule C with supplement type “WGT CORR” shown in the “Supplement #” space and the associated vehicle and weight data in their respective spaces. The fee for weight decrease applications is a \$2 cab card fee per vehicle, a \$2 application fee and \$3 weight decal fee per vehicle (if weight range changes). Refer to Chapter 3 of the IRP Handbook, Section 3.045 (d) for “WDL” weight decals.

## CHAPTER 3 FLEET DISTANCE AND VEHICLE OPERATIONAL WEIGHT REQUIREMENTS

### 3.060

#### California CVRA Weight and Weight Decal

Gross Vehicle Weight Range	Weight Decal
10,001 – 15,000	15
15,001 – 20,000	20
20,001 – 26,000	26
26,001 – 30,000	30
30,001 – 35,000	35
35,001 – 40,000	40
40,001 – 45,000	45
45,001 – 50,000	50
❖ 50,001 – 54,999	54
55,000 – 60,000	60
60,001 – 65,000	65
65,001 – 70,000	70
70,001 – 75,000	75
75,001 – 80,000	80

**Note:** The weight decal will reflect the top of the weight range (in thousands) of the declared gross weight or gross combined operating weight reported to the department at the time of registration or when a weight change is reported.

❖ The weight decal for this weight range will reflect 54.

### 3.065

#### Weight Variance Requirement (IRP V, 508)

The registered weight of a fleet vehicle shall not vary more than ten percent (10%) from the highest to the lowest weight.

For example, if a carrier wishes to register a vehicle at 80,000 pounds in state A, then the lowest weight that vehicle may be registered in state B is 72,000 pounds (80,000 lbs x 10% = 8,000 lbs; 80,000 lbs—8,000 lbs = 72,000 lbs).

**Exception:** An exception to the 10% variance rule requires supporting evidence (Statement of Facts), stating the actual condition that causes the maximum operating weight to vary by more than 10%.

Example: A vehicle is registered in Montana at 106,000 pounds, because triple trailers are allowed in that jurisdiction, but the vehicle is registered at 80,000 pounds in the other jurisdictions.

## CHAPTER 4 CALIFORNIA SPECIFIC IRP REQUIREMENTS

### ORIGINAL IRP APPLICATIONS

#### 4.000 Introduction

This chapter covers the specific forms and requirements for new California IRP applicants.

#### 4.005 Requirements for Original IRP Applications

An original IRP application requires submission of the following documents:

- California IRP Carrier Information - Schedule A/B, Reg. 2117 IRP, (Rev. 7/2003). Hereafter this form will be referenced as Schedule A/B. Refer to Section 4.010.
- Established Place of Business-Documentation. Refer to Section 4.015.
- California IRP Vehicle Data - Schedule C, Reg. 2118 IRP, (Rev.7/2003). Hereafter this form will be referenced as Schedule C. A sample of this form is included in Chapter 13. Refer to Section 4.020.
- Proof of Payment or Exemption of Federal Heavy Vehicle Use Tax (FHVUT). Refer to Section 4.025.
- Agreement To Prepare And Maintain Records And Report Information In Accordance With International Registration Plan And California Apportionment Requirements, Reg. 522, (Rev.9/94). Refer to Section 4.030.
- Vehicle Identification Number (VIN) verification for the vehicles registered in the fleet. Refer to Section 4.035.
- Evidence of International Fuel Tax Registration. Refer to Section 4.045.
- Vehicles within the application must be free of any preexisting law enforcement violations or vehicle license & titling stops. Refer to Sections 4.055.

The following documents may also be required under the condition specified:

- Copy of lease agreement - If the registrant is a motor carrier lessee fleet registering vehicle(s) under a lease agreement with one or more owner-operators, a copy of the lease agreement is required to be submitted for each leased vehicle registered in the fleet. Refer to Section 4.040.
- Authorization for Registration Service Agent Representation (if applicable). See Section 1.025.

## CHAPTER 4 CALIFORNIA SPECIFIC IRP REQUIREMENTS

### ORIGINAL IRP APPLICATIONS

#### 4.010 California IRP Carrier Information-Schedule A/B, Reg. 2117 IRP

California IRP Carrier Information - Schedule A/B form is used to report all of the carrier demographic information that will be needed to identify the IRP carrier account information. The form comes with a tear off instruction sheet. Follow those instructions when completing the form.

This form must also be completed and submitted when there are any changes to the carrier name, business or mailing addresses, or other demographic information.

The Schedule B, Mileage Report side is required for all original, renewal, and jurisdiction (state) addition applications. Refer to Chapter 3 for detailed mileage reporting requirements.

#### 4.015 Established Place of Business-Documentation

The following documentation is required to be submitted to substantiate the business address:

***Registrant:***

- Photocopy of rent receipts or mortgage payments that indicate the physical business address.

***Owner-Operator:***

- Photocopy of rent receipts or mortgage payments that indicate the business address.\*

**or**

- California commercial driver license number(s) issued to the owner-operator and driver(s) (IRP Agreement Article IX, Section 906).

\* If an owner-operator registrant is unable to produce rent receipts in their own name, a statement of facts, stating the owner-operator resides at that address signed by the person whose name appears on the receipt is required.

## CHAPTER 4 CALIFORNIA SPECIFIC IRP REQUIREMENTS

### ORIGINAL IRP APPLICATIONS

#### 4.020 California IRP Vehicle Data – Schedule C Reg. 2118 IRP

California IRP Vehicle Data – Schedule C (Reg. 2118) IRP is used to report all of the data needed by DMV and law enforcement to identify vehicles and their operating weights. The form comes with a tear off instruction sheet. Follow those instructions when completing the form.

#### 4.025 Federal Heavy Vehicle Use Tax (FHVUT) (CVC 4750)

Proof of payment of Federal Heavy Vehicle Use Tax (FHVUT) is required prior to registration of California based commercial motor vehicles (including buses) operating at a combined gross vehicle weight of 55,000 pounds or more. Vehicles that are qualified for California and all foreign IRP jurisdiction operation at maximum operating weights less than 55,000 pounds are not required to submit proof of payment of the tax.

For apportion registered vehicles, proof of payment is submitted to the base state only. Proof of payment is required only once during the registration period. Tax is paid to the Internal Revenue Service.

##### **Acceptable proof of payment**

One of the following is required for proof of payment for FHVUT:

- Original or photocopy of Schedule 1, Form 2290 or 2290-EZ, stamped received by the Internal Revenue Service,

**or**

- Copy of Schedule 1, Form 2290 or 2290-EZ filed with the Internal Revenue Service and a photocopy of the front AND back of the **canceled** check payable to the IRS covering payment of the tax.

**or**

- Original Form 2290 or 2290-EZ with Schedule 1 and an original check made payable to the IRS for the tax due accompanied by a stamped, pre-addressed envelope to the IRS. The department will note the tax payment and mail the tax filing documents to the IRS for the customer.



## CHAPTER 4 CALIFORNIA SPECIFIC IRP REQUIREMENTS

### ORIGINAL IRP APPLICATIONS

4.025  
(Cont'd)

#### **Federal Heavy Vehicle Use Tax (FHVUT) (Continued)**

##### ***WHEN PROOF OF PAYMENT OF FHVUT IS NOT REQUIRED***

The following are the only acceptable situations where proof of payment of FHVUT is not required:

When a vehicle is qualified for California and all qualified foreign IRP jurisdictions at a maximum operating weight of 54,999 pounds or less.

***or***

If an application for registration or transfer of a new or used vehicle is submitted in the new owner's name within 60 days of the date of purchase or transfer,

***or***

If a vehicle has a currently valid alternative form of California registration which is being converted to IRP registration.

Any questions regarding specific tax regulations or completion of the Form 2290 should be directed to the Internal Revenue Service.

4.030

#### **Agreement To Prepare And Maintain Records And Report Information In Accordance With International Registration Plan And California Apportionment Requirements - REG. 522 (CVC 8057 and IRP Article XV)**

All IRP applicants are required to read, understand, and adhere to the record keeping provisions of the IRP Agreement. The specific record keeping requirements are printed on this form and the form must be completed and signed by an authorized company official before any California IRP operating authority is granted to the applicant. A registration service agent may not sign this form.

Failure to maintain records according to the provisions of the IRP Agreement and the California Vehicle Code may result in the assessment of substantial fees and penalties. See Chapter 9 for complete record keeping and audit requirements.

A copy of this form is included in Chapter 13 IRP Forms and Documents.

## CHAPTER 4 CALIFORNIA SPECIFIC IRP REQUIREMENTS

### ORIGINAL IRP APPLICATIONS

#### 4.035 Vehicle Identification Number (VIN) Verification

A form of VIN verification is required to be submitted for each power vehicle registered on the IRP fleet. **Exceptions:** VIN verification is not required for a vehicle if the year model is the same as or greater than the registration year. One of the following documents must be submitted for VIN verification purposes:

1. Vehicle Verification Form (REG. 31) completed by a DMV employee, peace officer or licensed vehicle verifier
2. A legible photocopy of the last issued vehicle ownership certificate (title)
3. A legible photocopy of the Manufacturer's Certificate of Origin
4. A legible photocopy of the last issued base state cab card or vehicle registration certificate
5. A notarized Bill of Sale

#### 4.040 Motor Carrier Lessee Fleet, Lease Agreements

California requires verification of a lease agreement between a lessor owner-operator and the lessee motor carrier when a vehicle is added to an IRP motor carrier lessee fleet.

#### 4.045 International Fuel Tax Agreement (IFTA) Number (CVC 8056)

If an IFTA account has been issued to the applicant, the account number must be reported on the Schedule A/B application form in the space labeled "IFTA Number".

If an IFTA account has been applied for but not yet issued, enter "applied for" in the IFTA number space on Schedule A. The IFTA account number must be reported to the DMV Headquarters IRP Unit once it has been issued.

#### 4.050 U.S. Department of Transportation Number (U.S. DOT)

If an U.S. Department of Transportation number has been issued to the applicant, the US DOT number must be reported on the Schedule A/B application form in the space labeled "US DOT Number".

If an US DOT number has been applied for but not yet issued, enter "applied for" in the US DOT number space on the Schedule A. If carrier has not been issued a U.S. DOT number, enter the U.S. DOT number under which the carrier is operating.

## CHAPTER 4 CALIFORNIA SPECIFIC IRP REQUIREMENTS

### ORIGINAL IRP APPLICATIONS

#### 4.055 **Preexisting Vehicle Violations or Stops**

IRP personnel will run a check of the DMV vehicle registration records by vehicle identification number for every vehicle added to a new or existing IRP fleet. Vehicles that have previously been issued parking violations or owner's responsibility citations may not be issued authority to operate in California or foreign jurisdictions unless, and until, the preexisting violations or stops have been satisfactorily cleared.

##### ***Parking Violations:***

If a vehicle has a parking violation on record when it is added to the fleet and the registered owner name on the citation record matches, or closely resembles, the IRP registrant name or the name of the person leasing the vehicle to the IRP registrant, the vehicle cannot be added to the fleet unless the parking violation bail is also paid with the IRP application or the applicant presents a "Notice of Disposition of Parking Violation" (Reg. 194R) issued by the court or parking agency of jurisdiction. The Department may appropriate the violation bail amount from the fees deposited with the IRP application in order to discharge the outstanding violations.

If the IRP registrant name, or the name of the person leasing the vehicle to the IRP registrant, cannot be construed as being the same person as the registered owner of the vehicle to which the citation was issued and the IRP Schedule C Vehicle Data form indicates that the current owner's purchase date is after the date of the citation, the vehicle may be added to the fleet without payment of the parking bail or proof of payment to the court or parking agency.

##### ***Owner's Responsibility Violations:***

If a vehicle has an owner's responsibility violation on record when it is added to the fleet and the registered owner name on the citation record matches, or closely resembles, the IRP registrant name or the name of the person leasing the vehicle to the IRP registrant, the vehicle cannot be issued IRP operating authority unless, and until, the applicant can present the required Abstract of Court Release (DL106R) issued by the court of jurisdiction and also pays the \$7 service fee.

If the IRP registrant name, or the name of the person leasing the vehicle to the IRP registrant, cannot be construed as being the same person as the registered owner of the vehicle to which the citation was issued and the IRP Schedule C Vehicle Data form indicates that the current owner's purchase date is after the date of the citation, the vehicle may be added to the fleet without the required court clearance and service fee.

## **CHAPTER 4 CALIFORNIA SPECIFIC IRP REQUIREMENTS**

### **ORIGINAL IRP APPLICATIONS**

#### **4.060 Vehicles With Prior IRP Audit Fee Lien Perfection Stops**

The Department may withhold the issuance of IRP indicia or temporary operating authority for any vehicles operated as part of the fleet and on any other fleet vehicles operated by the registrant when there are outstanding audit fees due (CVC 8201).

#### **4.065 Continuous Registration Requirement**

California requires IRP registrants to maintain “continuous registration”. “Continuous registration” means having no lapses of registration months when renewing existing California IRP registration or when an applicant changes their base IRP jurisdiction from a foreign IRP member jurisdiction to California.

#### **4.070 Failure to Submit Documents with Completed Information**

All documents required to be submitted with IRP registration applications are mandated by California statute or the IRP Agreement. No IRP license plates, stickers, or cab cards will be issued for IRP applications until all required documentation has been submitted (CVC 4751).

## **CHAPTER 5 IRP SUPPLEMENT APPLICATIONS**

### **5.000 When to Submit an IRP Supplement Application**

A supplemental application is required for the following transactions:

- Fleet Name or Address Changes
- Fleet Vehicle Additions
- Fleet Vehicle Deletions
- Expanded Operations [Jurisdiction (State) Addition]
- Vehicle Operational Weight Increase
- Vehicle Operational Weight Decrease
- Replacement Credentials
- Change of Registration Service Agent Authority

Samples of the Schedules A/B and C are in Chapter 13, "IRP Forms and Documents." These forms have tear off instruction sheets attached. Follow the instructions on the tear off sheet to complete the forms properly.

### **5.005 Applications Submitted after November 1**

Supplements for any type of fleet changes (vehicle additions, weight changes, or additional jurisdictions) submitted November 1 and later, for which no subsequent registration year fees are paid for the affected vehicles, will only be issued temporary operating authority expiring December 31.

Vehicles that are added to a fleet after the IRP renewal documents for the next year have been issued and mailed, must be registered in the subsequent registration year on the Renewal Fourth Quarter Vehicle Addition Page or a separate supplemental application Schedule C with renewal fees paid by midnight December 31.

### **5.010 Change of Registrant Name**

If a fleet registrant name is changed during the current registration year or at the time of filing a renewal application, the department's records must be corrected to reflect the change.

Changes are reported by filing a Schedule A/B (Reg. 2117 IRP) and a Statement of Facts (Reg 256M). Mark the appropriate space provided at the top left of Schedule A/B (Reg. 2117 IRP) to indicate the application is for carrier information changes.

These forms are available at any DMV IRP designated field office or by calling the IRP Operations Unit in Sacramento at (916) 657-7971.

## CHAPTER 5 IRP SUPPLEMENT APPLICATIONS

### 5.015 Fleet Address Changes/Corrections

The owner of an apportioned fleet must notify the department within 10 days (CVC 4159) of any business and/or mailing address changes or corrections. Notification must be made in writing on form Reg. 2117 IRP, Schedule A/B. Mark the appropriate space provided at the top left of Schedule A/B to indicate the application is for carrier information changes. New cab cards will not be issued for address changes or corrections. Line through the incorrect address information shown on each cab card and print the correct information. A change to the business address will require submission of basing documents as described in Chapter 4.

### 5.020 Vehicle Additions and Deletions

A Schedule C (Reg. 2117 IRP) form is required to add and/or delete vehicles from an existing California based IRP fleet. A sample of the Schedule C form is included in Chapter 13 IRP Forms. The form has a tear off instruction sheet attached. Follow the instructions on the tear off sheet to complete the form properly.

Proof of payment or exemption of FHVUT as described in the IRP Handbook, Section 4.025 and vehicle identification number verification as described in Section 4.035 are required for vehicle additions.

If the registrant is a motor carrier lessee fleet registering vehicle(s) under a lease agreement with one or more owner-operators, a copy of the lease agreement is required to be submitted for each leased vehicle registered in the fleet. Refer to the IRP Handbook Section 4.040.

Vehicle addition applications are subject to the DMV verification of preexisting law enforcement violations and restrictions as described in the IRP Handbook, Section 4.055 and IRP lien perfections as described in 4.060.

For all applications that include vehicles to be added to the fleet, the IRP registrant must assign a sequential numeric supplement number containing three digits (001, 002, etc.) in the "Supplement #" space of Schedule C. Supplements should be numbered consecutively throughout the registration year with the numbering beginning again after filing of the renewal application in the subsequent year.

Refer to Chapter 7 Section 7.105, for "Weight Fee Replacement Credits" (adds/deletes).

## CHAPTER 5 IRP SUPPLEMENT APPLICATIONS

### 5.025 Expanded Operations [Jurisdiction (State) Additions]

A registrant may, after filing an original or renewal IRP application for the current registration year, expand the operation into or through one or more IRP jurisdictions in which the fleet was not previously qualified for operation in the current year. Refer to the IRP Handbook, Section 3.030 for distance reporting requirements for jurisdiction (state) addition applications.

#### Forms Required

- A photocopy of the distance schedule A/B filed with the original or renewal application modified to display the estimated distance amounts shown on the “California Estimated Distance Chart” in Chapter 3, Section 3.020 for the jurisdictions being added. **or**
- Carrier provides estimated mileages with justification or actual mileage.
- Schedule C (Reg. 2118 IRP) Supplemental Application.

#### Preparation of Distance Schedule

Submit a photocopy of the distance Schedule A/B (Reg. 2117 IRP) or Renewal Schedule B that was filed with the original or renewal application. Do not alter any distance information that was originally reported on the distance schedule.

On the copy of the Schedule B, enter the estimated distance amounts shown on the “California Estimated Distance Chart” in Section 3.020 for the jurisdictions being added.

Enter the letter E in the column for those added jurisdictions in which an estimate is shown. Line through the original total distance and show the new total distance in the appropriate spaces.

#### Preparation of Schedule C

The Schedule C must be completed to indicate the requested operational weight of the fleet vehicles in the added jurisdiction(s). If all vehicles will be qualified at the same identical weight, complete only the top portion of the form up to and including the “Declared Jurisdictional Weights” section. If the operational weight(s) for the added jurisdiction(s) will not be identical for all fleet vehicles, the vehicles must be listed and their weights shown on the reverse side.

## CHAPTER 5 IRP SUPPLEMENT APPLICATIONS

### 5.025 (Cont'd)

#### Expanded Operations (Jurisdiction Additions) (Continued)

##### Deposit of Fees

- The total apportioned amount of fees due for all of the added jurisdictions as computed by the applicant or their authorized agent plus \$2 per vehicle cab card fee and \$2 application fee

**OR**

- \$50 per jurisdiction add plus \$2 per vehicle cab card fee and \$2 application fee

These fees are only a deposit against the actual amount of fees due to the added jurisdiction as computed by the IRP system and reported to the applicant on the invoice from the IRP Operations Unit in Sacramento.

##### Billing

The department will compute the new distance factor, assess fees for the added jurisdiction(s) and bill the carrier on a billing invoice.

Any additional fees shown on the billing must be paid within 20 days from the date shown of the billing notice. Cab cards indicating qualification in the added jurisdiction(s) will not be issued until all fees, as computed by the department, **are paid in full.**

Refer to Section 7.010 for policies on payments of billing balances due and subsequent temporary registration issuance.

##### Permit Option

Registrants may elect to operate in the added jurisdiction(s) under permits in lieu of apportioned registration. Contact each jurisdictional authority office for information about their permits. Addresses and telephone numbers for all foreign IRP jurisdictions are available at the IRP, Inc. website link at **[www.aamva.org/irp](http://www.aamva.org/irp)**.



## CHAPTER 5 IRP SUPPLEMENT APPLICATIONS

### 5.030 Vehicle Weight Increase Applications

If one or more vehicles within the fleet require operation at a greater weight than originally reported for one or more IRP jurisdictions, the registrant must file a weight increase application. Fees for each affected jurisdiction will be assessed based on the difference between the originally reported weight and the increased weight desired. **New weight decals will be required for weight increase (Refer to Chapter 3, Section 3.045)** when the weight change exceeds the current weight range category and is from 10,001 – 80,000 lbs.

A Schedule C form completed listing the vehicle(s) that require modification and indicating the new operational weight is required.

- The total actual apportioned amount of fees due for all qualified jurisdictions in which the weight is increased, \$3 for new weight decals/year sticker plus \$2 per vehicle cab card fee and \$2 application fee

**or**

\$10 per vehicle, \$3 weight decals/sticker and \$2 per vehicle cab card fee and \$2 application fee

These fees are only a deposit against the actual amount of fees due to the added jurisdiction as computed by the IRP computer and reported to the applicant on the invoice from the IRP Operations Unit in Sacramento.

#### **Billing**

The department will compute the additional jurisdiction weight fee amounts due and assess fees accordingly. Fees must be paid within 20 days from the date shown on the billing notice. Cab cards and weight decals/year stickers indicating the increased operational weight will not be issued until the total fees due, as computed by the department, ***are paid in full***. Refer to the IRP Handbook, Section 7.010 for policies on payments of billing balances due and subsequent temporary registration issuance.

## **CHAPTER 5 IRP SUPPLEMENT APPLICATIONS**

### **5.035 Vehicle Weight Decrease Applications**

Customers may request a vehicle weight decrease by submitting a Schedule C (Reg. 2117 IRP) listing the vehicle and completed showing the new operational weight value in the “Declared Jurisdictional Weights” spaces.

Fees paid for the higher weight classification in California or any other IRP jurisdiction will not be refunded and the customer may not use the vehicle’s originally qualified higher weight classification if the vehicle is subsequently deleted and used as weight replacement credit toward another vehicle added to the fleet.

Weight decreases which result in the vehicle changing from the gross vehicle weight category to an unladen weight fee category with a higher rate of weight fee, will be assessed the difference between the higher and lower weight fees for the remainder of calendar registration year. The \$122 CVRA fee originally collected will not be refunded.

A \$2 cab card fee, \$2 application fee, and \$3 weight decal fee (if weight range is from 10,001 – 80,000 lbs) will be required in addition to any other California weight fees due

### **5.040 Replacement (Substitute) Credentials**

A completed supplement application, Schedule C (Reg. 2117 IRP), is required to replace lost, stolen, or mutilated license plates, stickers, weight decals, weight decal year stickers, or cab cards. Mark the box or boxes in the “Type of Application” section at the top of the form to indicate the type of replacement credentials needed. In the case of replacement license plates, any remaining license plates and the cab card must be surrendered with the application.

Replacement license plates can only be issued in field offices if the application is presented in person by the IRP registrant, an employee of the IRP registrant, or an employee of the IRP registrant’s authorized registration service agent. The person submitting the application must present his/her California driver’s license to the field office employee for verification. If the application is submitted by an employee of an authorized registration service, the application must contain the agent’s occupational license number and expiration date.

See Chapter 7 for the fees required for the various types of replacement credentials.

## **CHAPTER 5 IRP SUPPLEMENT APPLICATIONS**

### **5.045 Change of Registration Service Agent Authority**

IRP registrants must notify the IRP Operations Unit in Sacramento immediately whenever there is a change to the applicant's authorization for representation for IRP registration purposes by a registration service agent. Registration Services must notify the IRP Operations Unit when they no longer represent an IRP registrant. Refer to the IRP Handbook, Section 1.020 for specific requirements.

**California  
International Registration Plan (IRP)  
2006 Renewal Instructions**



**IMPORTANT**

**Please read these instructions in their entirety  
before completing your renewal application**



## CHAPTER 6: IRP RENEWAL

### 6.000 General Information

The registration year for California IRP is the calendar year, January 1 through December 31. In early October each year the Department mails out an IRP renewal notice to all active IRP carriers that have an account in good standing. The renewal package contains all of the specific instructions on how to prepare the renewal documents. Therefore, this chapter covers only the general requirements and information applicable to the IRP renewal process.

*If you have an IRP account that is in good standing and have not received a renewal notice by October 15, contact the IRP Operations Unit at (916) 657-7971.*

### 6.005 Processing Priorities

Applications are processed in order date received in the IRP Unit. The department may appropriate a portion of the 2006 renewal fees paid in order to complete processing 2005 applications that have a balance of fees due.

### 6.010 Payment Methods

A personal or company check is acceptable for payment unless a dishonored check was submitted on the apportioned account within the past three years. *If a dishonored check was submitted within the past three years, then only certified funds will be acceptable for payment.*

*New for 2006: IRP will provide a return envelope (self addressed) for your convenience.*

### 6.015 Temporary Operating Authority

Temporary Operating Authority permits for renewal applications may be issued when the IRP Unit has received the 2006 renewal application with payment of fees and evidence of insurance.

## CHAPTER 6: IRP RENEWAL

6.020

### Payment of Fees and Penalties (CVC 9554)

***Apportioned registration renewal fees are due and must be postmarked or submitted to the department no later than midnight December 31.*** Failure to pay fees by this date will result in an assessment of penalties on the California renewal fees. California Vehicle Code (CVC) Sections 9554 will apply to delinquent IRP Renewal applications. The penalty schedule is as follows:

**1 – 10 days**

\$10 Registration Fee Penalty  
Add VLF Fee + Weight Fee  
Multiply (X ) 10%

**11 – 30 days**

\$15 Registration Fee Penalty  
Add VLF Fee + Weight Fee  
Multiply (X ) 20%

**31 days – 1 year**

\$30 Registration Fee Penalty  
Add VLF Fee + Weight Fee  
Multiply (X ) 60%

**More than 1 year – 2 years**

\$50 Registration Fee Penalty  
Add VLF Fee + Weight Fee  
Multiply (X ) 80%

**More than 2 years**

\$100 Registration Fee Penalty  
Add VLF Fee + Weight Fee  
Multiply (X) 160%

The amount of payment that must be tendered with the renewal application is the total apportioned fees due in all qualified jurisdictions as computed by the applicant or 100% California fees as shown on the Renewal Summary Page. Renewals may not be submitted with California apportioned fees only. Failure to deposit fees, calculated in good faith, sufficient to cover the amount of fees due in all qualified foreign IRP jurisdictions subjects the fleet vehicles to violation in any affected IRP jurisdiction including California.

## CHAPTER 6: IRP RENEWAL

### 6.025 Deleted Vehicle Policy (IRP VII, 700)

**IRP renewal fleet listing and request for deleted vehicles must be received on or before December 31 to avoid registration fees for the following year. The license plates and cab cards for the deleted vehicles must be surrendered to the Department by January 31 or renewal fees and penalties will be assessed for the deleted vehicle(s).**

If a vehicle is deleted from the fleet after the renewal application is submitted to DMV, a supplement application Schedule C is required, (Form Reg. 2118), to list the vehicle as deleted. If the vehicle has been operated after December 31, the vehicle will not be deleted and the renewal billing will include registration and late penalty fees for the vehicle. A refund will not be issued.

### 6.030 Late Renewals (CVC 4604.2 (c), 4604.5 (b))

*Late renewals are subject to assessment of fees and penalties for all vehicles that were in the fleet as of December 31.*

A Certificate of Non-Operation is valid for waiver of penalties only and will not reduce the twelve months of fees required on renewal applications.

Certificate of Non-Operation (CNO) will only be accepted if filed at the same time as the renewal documents. Additionally, if the DMV records indicates that any parking or owner responsibility violations were issued to the vehicle(s) during the declared Certificate of Non-Operation (CNO) periods, the CNO submitted will not be valid. Fees and penalties will be assessed to the vehicle.

**Important:**

*Planned Non-Operation (PNO) does not apply to the International Registration Plan (IRP) vehicles.*

## CHAPTER 6: IRP RENEWAL

6.035

### **Evidence of Public Liability Insurance (V. C. 4000.37)**

Each IRP registrant is required to submit proof of valid public liability insurance with their renewal application. Any one of the following documents will be accepted as proof of insurance:

- An International Registration Plan (IRP) Certificate of Insurance, Form Reg. 5009 IRP, completed by your insurance carrier.
- “Accord” form issued by an insurance carrier.
- A copy of BMC91X (insurance form document).
- Individual vehicle insurance card(s) issued by an insurance company for each vehicle registered in the IRP fleet.
- A copy of a valid unexpired California Motor Carrier Permit.
- A copy of a valid unexpired Single State Registration certificate issued by any SSRS jurisdiction.
- A copy of the carriers “Motor Carrier Details” screen from the Federal Motor Carrier Safety Administration website.

**Important: California IRP cab cards or temporary authority permits will not be issued for any fleets that are not in compliance with the requirement to submit proof of insurance.**



## CHAPTER 6: IRP RENEWAL

### 6.040 Federal Heavy Vehicle Use Tax (FHVUT) (V. C. 4750)

Proof of payment for FHVUT is required to be submitted with your IRP renewal application for all power units qualified for operation in any jurisdiction at a combined gross vehicle weight (CGVW) of 55,000 lbs. or more. Acceptable proof consists of one of the following:

- Photocopy of Schedule 1, Form 2290 or 2290-EZ, validated by the Internal Revenue Service (IRS).  
**or**
- Photocopy of Schedule 1, Form 2290 or 2290-EZ and a photocopy of the front and back of the canceled check made payable to the IRS in payment of the tax.  
**or**
- Original of Schedule 1 and Form 2290 or 2290-EZ and an original check made payable to the IRS accompanied by a stamped, pre-addressed envelope to the appropriate office of the IRS. Your payment will be noted in your IRP account records and then forwarded to the IRS in the envelope you provided.

**Important: California IRP cab cards will not be issued for any fleets that are not in compliance with the requirement to submit proof of payment of Federal Heavy Vehicle Use Tax.**

### 6.045 Registration Service Agent Reauthorization

Authorization by an IRP registrant to be represented by a registration service agent is only valid for the year in which it was filed and must be renewed annually with the IRP renewal application if the business relationship will be continued. Requirements for renewal of the authorization are the same as for original IRP applications.

**NEW for 2006: Registration Service Agent must provide Occupational License expiration date.**

Refer to Chapter 1 Section 1.025 for complete instructions on the registration service agent authorization.

## CHAPTER 6: IRP RENEWAL

### 6.050 Agreement To Prepare And Maintain Records And Report Information In Accordance With International Registration Plan And California Apportionment Requirements - REG. 522 (CVC 8057 and IRP XV)

All IRP applicants are required to read, understand, and adhere to the record keeping provisions of the IRP Agreement. The specific record keeping requirements are printed on this form and the form must be completed and signed by an authorized company official before any California IRP operating authority is granted to the applicant. A registration service agent may not sign this form.

Failure to maintain records according to the provisions of the IRP Agreement and the California Vehicle Code may result in the assessment of substantial fees, interest, and penalties.

### 6.055 IRP 2006 Renewal Documents:

**Page A** – Renewal Cover Page identifies the account name, address and account number currently on file. It also states the last day payment may be made before penalties are assessed and where to mail or submit the completed renewal application. *This form may be retained or destroyed.*

**Page B** – Carrier Information Page: All business entity information, as recorded in the California DMV IRP computer records, including your type of operation is preprinted on this page. **If corrections or changes to the information are necessary, enter the corrected information in the blank spaces to the right of the printed information.**

- Changes or corrections to your business name must be accompanied by a Statement of Facts, Motor Carrier Fleet Name Change (Reg. 256M). Contact the IRP Operations Unit at (916) 657-7971 to obtain this form.
- When reporting a change of your business (physical address, a copy of a rent or mortgage receipt for one month indicating the exact new business address is required.
- Complete all fields on the “Carrier Information Page” including SSRS #, OL expiration date, U.S. DOT # . Indicate “N/A” (not applicable) or “pending” as appropriate.

## CHAPTER 6: IRP RENEWAL

6.055

### IRP 2006 Renewal Documents (Con't)

Page C – Renewal Schedule B – Distance Report:

**The distance-reporting period on which the 2006 distance percentages are based in July 1, 2004, through June 30, 2005.**

This form must be completed according to the following instructions and signed and dated by an authorized registrant employee or agent.

The information entered on this page determines which jurisdiction will be listed on the vehicle cab cards and the computation of distance percentage and registration fees for each qualified IRP jurisdiction. Renewal distance percentages are always based on the **historical** percentage of distance traveled in each jurisdiction during the distance-reporting period. ***Actual distance must be listed.*** Interstate distance accrued by trip permit or alternative jurisdiction IRP base registration must be reported as actual distance.

Estimated distances are only allowed on renewal applications for the following two situations:

- When a fleet began interstate operations after June 1 of the preceding year and there is less than a full month of actual distance in the distance-reporting period.
- For jurisdictions in which no distance was accrued during the reporting period but in which travel is anticipated for the subsequent registration year.
- **NEW for 2006** – California will adopt the following for estimated miles. The first time that a jurisdiction is added, estimates will be allowed. First year estimates are within the 100%. Second year estimates for a jurisdiction will be considered over and above 100%, provided the operation of the fleet was more than 90 days (IRP Agreement, Article IV, Section 400(b)).

## CHAPTER 6: IRP RENEWAL

6.055

### IRP 2006 Renewal Documents (continued) :

#### Page C (continued)

**Registrants that qualify to report estimated distance in one or more jurisdictions must report estimated distance using the one of the following methods:**

**Method #1** – Use the distances shown on the “California Estimated Distance Chart” (**Refer to Chapter 3 – Section 3.025**). If you choose to use the distances shown on the “California Estimated Distance Chart”, no substantiation of the distance estimates will be required.

**OR**

**Method #2** – Calculate realistic estimated distances in the jurisdiction in which you anticipate travel by identifying points of departure and destination, routes of travel, frequency of trips and any other factors that will determine the in-jurisdiction miles for each qualified jurisdiction. If you choose to calculate your own distance estimates, you must submit a detailed plan identifying all of the factors named above that were used to determine the estimated distances and the calculated distance for each proposed movement. The Department may reject estimated distances that do not appear to be realistic. If your estimates are rejected, the mileage shown on the “California Estimated Distance Chart” will be used to establish the California and foreign jurisdiction estimated distances.

**The Department will not accept amendments to distance schedules that are amended for the purpose of deleting jurisdictions in which estimated distance was originally reported if a temporary registration was previously issued or the application has already been processed and issued an IRP billing invoice.**

## CHAPTER 6: IRP RENEWAL

6.055

### IRP 2006 Renewal Documents (continued):

#### Page C (continued)

**Improper completion and /or errors or omissions on the distance schedule by registrants and agents is the most common reason for errors in the IRP registration process.** Please be especially careful to complete all elements of the form exactly as explained below:

- 1) Boxes to the left of each listed jurisdiction. Place an “X” in the box before the jurisdiction name **if you wish to be qualified for IRP operation in that jurisdiction.** If distance is reported for a jurisdiction but operation is not desired there, then do not “X” the box preceding the jurisdiction. **Instead**, list the jurisdiction in the far right hand column.
- 2) “EST” column to the right of each listed jurisdiction. Place an “E” or “X” in the column headed “EST” to the right of the jurisdiction name for any jurisdiction in which distances were estimated.
- 3) Distance column to the right of the “EST” column. Enter the total estimated or actual distance figure for each jurisdiction.
- 4) The column to the far right of the page. List in this column only IRP jurisdiction for which distance is reported but qualification for operations is **not desired.**
- 5) If you are requesting a jurisdiction and you checked “√” in the box but did not indicate any miles, **DMV will not bill for this jurisdiction.** If the carrier wants to travel in the jurisdiction without mileage indicated, the following documents must be submitted:
  - If renewal has ***not*** been updated and indicia has ***not*** been issued, you must submit a “Statement of Facts” requesting desired jurisdiction and a corrected Schedule B indicating the mileage.
  - or**
  - If renewal has been updated and indicia were issued, you must submit a Schedule C (Reg. 2117), “Jurisdiction Addition”, and copy of the distance Renewal Schedule B indicating actual or estimated mileage (refer to Chapter 5, Section 5.025).

## CHAPTER 6: IRP RENEWAL

6.055

### **IRP 2006 Renewal Documents (continued)**

In determining the jurisdictional distance percentages, the department ***will not include*** distance reported for Alaska, Mexico, or any IRP jurisdiction in which distance was accrued but for which IRP qualification is not requested for the renewal year.

If you report actual distance for some jurisdictions and estimated distance for other jurisdiction, the distance percentage for the actual distance jurisdictions will be computed based on the total actual distance. The distance percentages for the estimated jurisdictions will be computed using the combined total of all estimated and actual distance. All fees based on second or subsequent year distance estimates shall be computed over 100% (IRP IV, 400).

#### **Page D** – Schedule B Continuation Page:

Operation is anticipated in the new jurisdiction for the subsequent year, but no actual mileage has occurred (***Refer to Page C – Method #2***).

#### **Page E** – Summary Page:

**Complete this page only after reviewing and completing all other renewal pages.** Complete this page to record adjustments to the preprinted vehicle totals and compute the fees due.

- Preprinted vehicle totals for the fleet power units are shown in the section titled “Fleet Vehicle Count Reconciliation”.
- Under the second column, “Vehicles added in fourth quarter of 2005”, enter the number of vehicles you listed on Page F.
- Under the third column, “Vehicles deleted from renewal as of 12/31/05”, show the number of vehicles that you are deleting with copies of the fleet vehicle listing pages.
- Under the fourth column, add the preprinted amounts to the second column and delete the amounts in the third column.

## CHAPTER 6: IRP RENEWAL

6.055

### IRP 2006 Renewal Documents (continued)

#### Page E – Summary Page (continued)

#### **Fee Calculation Instructions:**

Complete the fee calculations on this form according to instructions listed below:

Line#	Calculate the line & Special Instructions
1	Preprinted with 100% California Fees due for all vehicles preprinted on Pages G, H, and I.
2	Enter the total 100% California fees for the vehicles you are deleting on copies of the vehicle listings pages. <i>These fees will be deducted from the preprinted total.</i>
3	Enter the total 100% California fees due for the vehicles you listed on Page F, "2005 Fourth Quarter Vehicle Additions". <i>These fees will be added to the preprinted total.</i>
4	Show the adjusted amount of 100% California fees due here. <i>This line is the result of line 1 minus line 2 plus line 3 (line one – line two + line three = 100%)</i>
5	Enter the California Distance percentage and the result of line 4 the California distance percentage. <i>This calculation is optional and an amount should be entered only if you are also computing and paying the apportioned amount of fees due for all qualified foreign IRP jurisdictions.</i>
6	Optional – Enter the total amount of apportioned fees due for all qualified foreign IRP jurisdictions.
7	Enter the total cab card fees of \$2.00 per vehicle renewed
8	Preprinted \$2.00 Application fee
9	Enter the total of lines 4, 7, and 8. <i>Option – You must pay either the total of line 9 or line 10.</i>
10	Enter the total of lines 5, 6, 7, and 8. <i>Option – You must pay either the total of line 9 or line 10.</i>

#### **Registration Service of Agent Authorization**

Registration Service Agent Authorization is only valid for the calendar year for which they were issued and must be renewed each year. If a registration service agent will be authorized to complete and submit IRP applications for the IRP registrant for 2005 registration year, the authorization section must be completed and signed by an authorized employee of the IRP registrant. Notify the IRP Unit immediately in writing when an agent is no longer authorized to handle your account.

## CHAPTER 6: IRP RENEWAL

6.055

### **IRP 2006 Renewal Documents (continued):**

**Page E** – Summary Page (continued):

#### ***Declaration and Signature (Required)***

The signature declaration must be completed and signed by an authorized employee of the registrant or an authorized employee of the appointed registration service agent.

*Lessee motor carrier fleets must certify annually that written lease agreements are on file and available for inspection for all owner-operator lessor vehicles registered in the fleet. If the registrant is a lessee motor carrier fleet consisting of vehicles leased from owner-operators, the registrant must place an "X" or "✓" in the check box on the left bottom of the document which reads "I certify that written lease agreements are maintained on the file for all leased owner-operator vehicles registered in this IRP Fleet".*

**Page F** – 2005 Fourth Quarter Vehicle Additions Page

#### **YOU MAY NOT USE THIS FORM TO ADD VEHICLES TO YOUR FLEET FOR THE FIRST TIME.**

Vehicles being added to the fleet for 2006 that were not registered in the fleet in 2005 must be submitted separately on a Schedule C (Reg 2117), Supplemental Vehicle Addition application.

Use this page to list any vehicles that are/were added to your fleet by supplement for 2005 between the date the renewal documents were printed and mailed by DMV and December 31, 2005.

Refer to Page E - Add the 100% California fees so that you compute for vehicles entered on this page on line 3 of the Summary Page E.



## CHAPTER 6: IRP RENEWAL

6.055

### IRP 2006 Renewal Documents (continued):

#### Page G – Pending Vehicle Page

This page is issued conditionally only for vehicles that were in the process of being added to your fleet as of the date your renewal documents were printed and mailed by DMV. Vehicles listed on this page were registered in the 2005 calendar year on supplemental applications that have not yet been completed and cab cards have not yet been issued. These vehicles will not be renewed until your application has been updated or unless you delete them.

#### Page H – Cited Vehicle Page

Vehicles listed on this page have outstanding parking or owner's responsibility violations on record. Although renewal fees for these vehicles must be paid by midnight December 31, 2005, to avoid assessment of penalties on the California fees, the DMV is required by statute to withhold issuance of operating credentials until the citations have been cleared with the adjudicating court or parking agency. Contact the IRP Operations Unit for specific citation, bail, or court information.

Owner responsibility violations can only be cleared from the DMV records when an "Abstract of Court Release Adjudication", Form DL106R issued by the court of adjudication and the DMV citation clearance fee of \$7 have been submitted to the DMV.

Parking violations can only be cleared from the DMV records if the customer submits an "Abstract of Court Release" issued by the court or parking agency of adjudication or the full bail amount is submitted to DMV.

You may delete these vehicles from your fleet with renewal by placing an "X" or "√" in the box at the end of the vehicle data line under the heading "Delete"

You may correct vehicle data or currently qualified jurisdictional operating weights by placing an "X" or "√" in the box at the end of the vehicle data line under the heading "Correct Data" and entering the corrected information on the change line directly beneath the affected data element.

If you are qualifying your fleet for a new jurisdiction, be sure to complete, sign and return a "Jurisdiction Addition Weight Qualification Page".

## CHAPTER 6: IRP RENEWAL

6.055

### **IRP 2006 Renewal Documents (continued):**

#### **Page I** – Fleet Listing Page(s)

Vehicles that have been registered in your fleet and have been issued 2005 California cab cards are listed on this page with all data pertinent to vehicle identification and operational weights.

**NEW for 2006** – Effective July 31, 2005, the department has implemented the weight decal provision of CVC 9400.1. The bill requires a pair of weight decals and year stickers to be placed on each commercial vehicle subject to weight fees to the Commercial Vehicle Registration Act (CVRA). Each commercial vehicle will receive a pair of weight decals and 2006 year sticker or 2006 year sticker to placed over the 2005 year sticker on existing weight decal. Fleet listing will indicate “WDL” with a fee of \$3.00 per vehicle.

**Carefully compare this listing with your record for data accuracy!**

**Important: Actual distances traveled by any deleted vehicles for all or part of the distance reporting period must be reported. Substitution of vehicles does not circumvent or negate the IRP actual distance reporting requirement.**

You must return the original or a copy of any page that you have marked to show basic vehicle data or weight qualification changes or vehicle deletion(s).

If you are qualifying your fleet for a new jurisdiction, be sure to complete, sign and return a “Jurisdiction (State) Addition Weight Qualification Page”.

**Once you have reviewed and complete all other pages, return and complete the “Summary Page (E) as instructed.**

## CHAPTER 7 IRP REGISTRATION FEES

### 7.000 INITIAL DEPOSIT OF FEES

All IRP applications must be submitted with fees calculated by the registrant or their authorized agent in one of the following ways:

1. The total apportioned fees for California and all qualified IRP jurisdictions as computed by the applicant or authorized agent.
2. Full (100%) California fees.
3. \$200 per vehicle per month for the number of months between the application date and December 31.

DMV field offices that accept IRP applications (no renewals) are listed in Chapter 16. Appointments are required for IRP registration transactions. All requirements as specified in this handbook must be satisfied upon application.

### 7.005 \*CALIFORNIA FEE SCHEDULE

**New for 2006:** Rounding Rules – The rounding of the California registration fees has changed. The following rounding rules will be effective for the 2006 International Registration Plan (IRP) registration year.

- Any fee in the amount of \$0.01 to \$0.99 will round up to \$1.00
- Any fee more than \$1.00 with cents totaling from \$0.01 to \$0.49 will round down to the nearest whole dollar.
- Any fee more than \$1.00 with cents totaling from \$0.50 to \$0.99 will round up to the nearest whole dollar.

The above rounding rules are to be applied to the California Vehicle License Fee prior to determining the full California Fee, and then again to the California apportioned fee after applying the mileage percentage. Please note, these rounding rules have already been applied to the Gross Vehicle Weight prorated fees shown on the attached fee schedule. The CVRA Fee, Registration Fee, and Cargo Theft Interdiction Program (CTIP) are fixed fees, and therefore need no rounding.

- \$2 increase to the CA Hwy Patrol fee for CVRA vehicles (Registration Fee from \$52 to \$54).
- Depreciation Schedule – The purchase year depreciation equivalent factors have been revised.

The Internet fee calculator is available to determine California full fees ([www.dmv.ca.gov](http://www.dmv.ca.gov)) A California zip code will be required (Exclude Use Tax).

\*California Fee Schedule (See attachment 1)

# JURISDICTION OF CALIFORNIA

Effective January 1, 2006

## Pick Ups or Vehicles Operating at Unladen Weight of 10,000 pounds or less

Total California Registration Fee = Sum of the Unladen Weight Fee + Registration Fee + Vehicle License Fee (see VLF on page 3)

Apportioned Registration Fee=Total California Fee x Mileage percent

### Unladen Weight Fee

Unladen Weight	1st Month	2nd Month	3rd Month	4th Month	5th Month	6th Month	7th Month	8th Month	9th Month	10th Month	11th Month	12th Month
----------------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	------------	------------	------------

### Power Vehicles - Two Axles

Less than 3000	\$8	\$7	\$7	\$7	\$6	\$5	\$5	\$4	\$3	\$3	\$2	\$1
3001-4000	\$24	\$22	\$20	\$18	\$16	\$14	\$12	\$10	\$8	\$6	\$4	\$2
4001-5000	\$80	\$73	\$67	\$60	\$53	\$47	\$40	\$33	\$27	\$20	\$13	\$7
5001-6000	\$154	\$141	\$128	\$116	\$103	\$90	\$77	\$64	\$51	\$39	\$26	\$13

6001-7000	\$204	\$187	\$170	\$153	\$136	\$119	\$102	\$85	\$68	\$51	\$34	\$17
7001-8000	\$257	\$236	\$214	\$193	\$171	\$150	\$129	\$107	\$86	\$64	\$43	\$21
8001-9000	\$308	\$282	\$257	\$231	\$205	\$180	\$154	\$128	\$103	\$77	\$51	\$26
9001-10000	\$360	\$330	\$300	\$270	\$240	\$210	\$180	\$150	\$120	\$90	\$60	\$30

### Power Vehicles - Three or more axles

0-1999	No Fee											
2000-3000	\$43	\$39	\$36	\$32	\$29	\$25	\$22	\$18	\$14	\$11	\$7	\$4
3001-4000	\$77	\$71	\$64	\$58	\$51	\$45	\$39	\$32	\$26	\$19	\$13	\$6

4001-5000	\$154	\$141	\$128	\$116	\$103	\$90	\$77	\$64	\$51	\$39	\$26	\$13
5001-6000	\$231	\$212	\$193	\$173	\$154	\$135	\$116	\$96	\$77	\$58	\$39	\$19
6001-7000	\$308	\$282	\$257	\$231	\$205	\$180	\$154	\$128	\$103	\$77	\$51	\$26

7001-8000	\$385	\$353	\$321	\$289	\$257	\$225	\$193	\$160	\$128	\$96	\$64	\$32
8001-9000	\$462	\$424	\$385	\$347	\$308	\$270	\$231	\$193	\$154	\$116	\$77	\$39
9001-10000	\$539	\$494	\$449	\$404	\$359	\$314	\$270	\$225	\$180	\$135	\$90	\$45

### Registration Fee

Month	January	February	March	April	May	June	July	August	September	October	November	December
Fee	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40

# JURISDICTION OF CALIFORNIA

Effective January 1, 2006

Total California Registration Fee = Sum of the Declared G/GW Fee + CVRA Fee + Registration Fee + CTIP Fee+ Vehicle License Fee (see VLF on page 3)  
 Apportioned Registration Fee=Total California Fee x Mileage percent

## Gross Vehicle Weight Fee

G/GW Weight Range	1st Month	2nd Month	3rd Month	4th Month	5th Month	6th Month	7th Month	8th Month	9th Month	10th Month	11th Month	12th Month
10,001 - 15,000	\$210	\$193	\$175	\$158	\$140	\$123	\$105	\$88	\$70	\$53	\$35	\$18
15,001 - 20,000	\$325	\$298	\$271	\$244	\$217	\$190	\$163	\$135	\$108	\$81	\$54	\$27
20,001 - 26,000	\$424	\$389	\$353	\$318	\$283	\$247	\$212	\$177	\$141	\$106	\$71	\$35
26,001 - 30,000	\$464	\$425	\$387	\$348	\$309	\$271	\$232	\$193	\$155	\$116	\$77	\$39
30,001 - 35,000	\$679	\$622	\$566	\$509	\$453	\$396	\$340	\$283	\$226	\$170	\$113	\$57
35,001 - 40,000	\$815	\$747	\$679	\$611	\$543	\$475	\$408	\$340	\$272	\$204	\$136	\$68
40,001 - 45,000	\$906	\$831	\$755	\$680	\$604	\$529	\$453	\$378	\$302	\$227	\$151	\$76
45,001 - 50,000	\$1,039	\$952	\$866	\$779	\$693	\$606	\$520	\$433	\$346	\$260	\$173	\$87
50,001 - 54,999	\$1,148	\$1,052	\$957	\$861	\$765	\$670	\$574	\$478	\$383	\$287	\$191	\$96
55,000 - 60,000	\$1,309	\$1,200	\$1,091	\$982	\$873	\$764	\$655	\$545	\$436	\$327	\$218	\$109
60,001 - 65,000	\$1,440	\$1,320	\$1,200	\$1,080	\$960	\$840	\$720	\$600	\$480	\$360	\$240	\$120
65,001 - 70,000	\$1,579	\$1,447	\$1,316	\$1,184	\$1,053	\$921	\$790	\$658	\$526	\$395	\$263	\$132
70,001 - 75,000	\$1,882	\$1,725	\$1,568	\$1,412	\$1,255	\$1,098	\$941	\$784	\$627	\$471	\$314	\$157
75,001 - 80,000	\$1,942	\$1,780	\$1,618	\$1,457	\$1,295	\$1,133	\$971	\$809	\$647	\$486	\$324	\$162

**Note: Wreckers are required to declare the Gross Vehicle Weight Rating (GVWR).**

Rate fees based on the fee schedule applicable to the GVWR.

## CVRA Fee

Month	January	February	March	April	May	June	July	August	September	October	November	December
Fee	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122

## Registration Fee

Month	January	February	March	April	May	June	July	August	September	October	November	December
Fee	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$54

The \$54 fee applies to original and supplements dated 01/01/06 and later and renewals expiring 12/31/06 and later. Use \$52 prior to this date.

## Cargo Theft Interdiction Program (CTIP) Fee

Month	January	February	March	April	May	June	July	August	September	October	November	December
Fee	\$3	\$3	\$3	\$3	\$3	\$3	\$3	\$3	\$3	\$3	\$3	\$3

Includes vehicles used or maintained for the transportation of persons for hire, compensation or profit. Excluded from this fee are pickup trucks and tow trucks.

# JURISDICTION OF CALIFORNIA

Effective January 1, 2006

VLF and Rounding Rules are Applicable to both Unladen Weight of 10,000 pounds and less and Declared Gross/Combined Gross Weight of 10,001 pounds or more

## Vehicle License Fee

Locate year of purchase. In the appropriate column to the right, locate the equivalent factor. Multiply the purchase year equivalent factor by the purchase price. To determine the purchase price, round the purchase price to the nearest odd hundred dollars. If the digit in the hundredth column is even, round up; if odd, round down. Example: \$27,400 rounds to \$27,500; \$27,365 round to \$27,300.) Determine the vehicle license fee (VLF) for a 12-month period. For periods less than 12 months, multiply the VLF by the number of months and divide by 12.

### Depreciation Schedule

Purchase Year	Equivalent Factor	January	February	March	April	May	June	July	August	September	October	November	December
Current Year	0.0065												
1st prior	0.00585												
2nd year	0.0052												
3rd year	0.00455												
4th year	0.0039												
5th year	0.00325												
6th year	0.0026												
7th year	0.00195												
8th year	0.001625												
9th year	0.0013												
10th year	0.000975												

x	11/12	x	10/12	x	9/12	x	8/12	x	7/12	x	6/12	x	5/12	x	4/12	x	3/12	x	2/12	x	1/12
---	-------	---	-------	---	------	---	------	---	------	---	------	---	------	---	------	---	------	---	------	---	------

Example: Fees due for a 12 month period (January to December)  
Purchase Price: \$27,500 Purchase Date: 1st Year, \$27,500 x .0065 = \$179

Example: Fees due for a 7 month period (June to December)  
Purchase Price: \$27,500, Purchase Date: 1st Year, \$27,500 x .0065 = \$179 x 7 (June) / 12 = \$104

### Rounding Fees for California Registration Fees and Apportioned Registration Fees

The rounding of the California fees has changed. The rounding rules will be effective for the 2006 California IRP registration year. Separately calculate the weight fee and the vehicle license fee (round the VLF as specified below). Add together these two fees and the registration fee. Add the CVRA and CTIP fee, when applicable. Apply the California mileage percentage to the total, and then use the rounding rules below to determine the California apportioned fee due.

- Any fee in the amount of \$0.01 to \$0.99 round up to \$1.00.
- Any fee more than \$1.00 with cents totaling from \$0.01 to \$0.49 round down to the nearest whole dollar.
- Any fee more than \$1.00 with cents totaling from \$0.50 to \$0.99 round up to the nearest whole dollar.

**JURISDICTION OF CALIFORNIA**  
Effective January 1, 2006

**SAMPLE CALIFORNIA REGISTRATION AND APPORTIONED REGISTRATION FEE CALCULATION FORMULAS**

**Pick Ups or Commercial Motor Vehicles Weight Fee - 10,000 lbs or less**

California Registration Fee = Sum of Unladen Weight Fee + Registration Fee + Vehicle License Fee

**SAMPLE Vehicle – application effective 8/1/06:**

- Unladen Weight Range – 7,000 lbs (2 axles) for 12 months = \$204
- Registration Fee - \$40
- Vehicle License Fee (VLF)
  - Purchase Price \$24,430 = \$24,500 (When digit in the hundredth column is even, round up to the nearest odd hundredth dollar. If odd, round down to the nearest odd hundredth dollar.)
  - Purchase Date = 04/15/06 (current year); multiply equivalent factor (.0065) by purchase price (\$24,500) = \$159 (\$159.25 rounded down)
- California Mileage percentage = 50%

California Registration Fee = \$204 + \$40 + \$159 = \$403

Apportioned Registration Fee = \$403 x 50% = \$202 (\$201.50 rounded up)

**Declared Gross/Combined Gross Weight (G/CGW) - 10,001 lbs or more**

California Registration Fee = Sum of G/CGW Weight Fee + CVRA Fee + Registration Fee + CTIP Fee + Vehicle License Fee

**SAMPLE Vehicle – application effective 8/1/06:**

- G/CGW Weight Range – 80,000 lbs (3 axles) for 12 months = \$1,942
- CVRA Fee - \$122
- Registration Fee - \$54
- CTIP Fee - \$3
- Vehicle License Fee (VLF)
  - Purchase Price \$224,550 = \$224,500 (When digit in the hundredth column is even, round up to the nearest odd hundredth dollar. If odd, round down to the nearest odd hundredth dollar.)
  - Purchase Date = 04/15/06 (current year), equivalent factor (.0065) multiply by purchase price (\$224,500) = \$1,459 (\$1,459.25 rounded down)
- California Mileage percentage = 50%

California Registration Fee = \$1,942 + \$122 + \$54 + \$3 + \$1,459 = \$3,580.

Apportioned Registration Fee = \$3,580 x 50% = \$1,790.

## CHAPTER 7 IRP REGISTRATION FEES

### 7.010 Apportioned Fees or Full California Fees

This establishes when to assess apportioned or 100% California registration fees on a vehicle registered by an International Registration Plan (IRP) carrier. Under the IRP, vehicle registration fees are apportioned based on the miles traveled in each jurisdiction. The plan specifies 100% fees may be assessed when the vehicle(s) does not qualify for IRP registration; the carrier fails to maintain adequate records or fails to make the records available for audit.

California fees will be apportioned based on the miles traveled during the mileage reporting period for qualified vehicles, if:

- The application for apportioned registration was submitted on time or late, and verification of interstate travel or intent to travel can be established.
- The vehicle was operated without registration, and verification of interstate travel or intent to travel can be established.

California fees will be assessed at 100% in addition to other jurisdictions fees if:

- The vehicle was not used or intended for use in interstate commerce.
- The registrant fails to submit adequate records for audit within 30 days and the department is unable to estimate mileage.

Intent to travel interstate will be established by records of travel just before or after the mileage-reporting period, or by copies of verifiable contracts.



## CHAPTER 7 IRP REGISTRATION FEES

### 7.015      **Billing Invoices**

The fees paid with an IRP application are a **deposit only** against the total fees due as computed and reported by the DMV Headquarters in Sacramento on a billing statement. Once a billing statement has been issued, subsequent temporary operating authority or annual cab cards will not be issued until any and all balance due fees are **paid in full**.

***Balance due payments must be remitted in the form of a check or money order, submitted by mail or overnight courier service directly to the IRP Operations Unit in Sacramento.*** DMV field offices will not accept payment for, issue fee receipts for, or issue second temporary registrations for, balance due payments. In order to avoid lapses in valid operating authority, registration agents and customers are required to remit sufficient funds to pay the full amount of apportioned registration fees due in all jurisdictions.

***Please review all billings carefully and notify the IRP Operations Unit at (916) 657-7971 of any discrepancies before payment of the balance due.***

**New for 2006** – IRP will provide a return self-addressed envelope for all billings and/or additional requirements for your convenience.

### 7.020      **Payments by Dishonored Check**

All IRP applications paid by a check that is subsequently dishonored by the bank are subject to the applicable rate of penalties according to the date of repayment. In addition to penalties, a \$30 returned check fee will be assessed to the transaction.

Fleets on which fees were paid by a dishonored check are subject to payment of fees for all subsequent transactions by certified funds (certified or cashier's check, money order, or cash) for three calendar years following the dishonored payment.

### 7.025      **Sanctions for Failure to Pay Fees (CVC 8200-8204)**

Failure to pay any fee due may result in one or a combination of the following actions:

- May result in a lien being placed upon all vehicles operated as part of the fleet and on any other fleet vehicles operated by the registrant (CVC 8200 – 8203).
- Suspension of apportioned registration
- Seizure and sale orders for all vehicles operating as part of the fleet or owned by the registrant.
- Civil action.
- Notification to law enforcement and all member jurisdictions.

## CHAPTER 7 IRP REGISTRATION FEES

### 7.030 California IRP Fee Structure

Refer to the California fee charts in Section 7.005. California IRP vehicle fees are assessed based on two distinct categories as follows:

**Category #1:** Pickups and other power vehicles operating at a gross/combined gross weight (G/CGVW) of 10,000 pounds or less. These vehicles are assessed the following fees:

- (a) Unladen Weight Fee: This fee is mileage apportioned and is reduced based on the number of months of registration. This fee is variable based on the number of axles and unladen weight of the vehicle. (CVC 9400)
- (b) \$54 Registration Fee: This fee is mileage apportioned and is not reduced based on the number of months of registration. (CVC 9250, 9250.8, 9250.13)
- (c) Vehicle License Fee (VLF): This fee is mileage apportioned and is reduced based on the number of months of registration. This fee is determined based on the vehicle purchase price and purchase date to the current owner. (R & T C 10751)
- (d) County Fees: These fees are mileage apportioned and vary based on the county of business address location (CVC 9250.2-9250.12, 9250.14, 9250.17). Not reduced based on months of operation.
- (e) \$2 IRP credential fee: This fee is not mileage apportioned and is not reduced based on the number of months of registration. (CVC 9259)
- (f) \$2 Application fee: This service fee is in addition to other required fees (CVC 9250.15).
- (g) \$1 reflectorized license plate fee. This fee is only assessed when new IRP plates are issued and is, therefore, not assessed on IRP renewal transactions. (CVC 4850 (c))

## CHAPTER 7 IRP REGISTRATION FEES

### 7.030 (Cont'd)

#### California IRP Fee Structures (Continued)

**Category #2:** Power vehicles operating at a gross/combined gross weight (G/CGW) of 10,001 pounds or more. These vehicles are assessed the following fees:

- (a) **Gross Vehicle Weight Fee:** The fee is mileage apportioned and may be reduced based on the number of months of registration. This fee is variable based on the applicant's declared G/CGW. (CVC 9400.1)
- (b) **CVRA Fee:** This fee is a flat \$122.00. It is mileage apportionable but may not be prorated for less than a 12 month registration period.
- (c) **\$54 Registration Fee:** This fee is mileage apportioned and is not reduced based on the number of months of registration. (CVC 9250, 9250.8, 9250.13)  
*Effective 01/01/2006, the registration fee will increase from \$52 to \$54.*
- (d) **Vehicle License Fee (VLF):** This fee is mileage apportioned and is reduced based on the number of months of registration. This fee is determined based on the vehicle purchase price and purchase date of the current owner. (R. & T. C. 10751-37027)
- (e) **\$3 CTIP Fee:** This fee is mileage apportioned and is not reduced based on the number of months of registration. This fee is not applicable to pickup trucks, tow trucks, or vehicles maintained for the transportation of persons for hire, compensation or profit (buses, taxis, etc). (CVC 9400 (e) (1)).
- (f) **\$3 Weight Decal Fee** – A weight decal and year sticker will be placed on each commercial vehicle subject to weight fees pursuant to the CVRA, CVC 9400.1 Each vehicle will be issued the weight decals/stickers when registration or the declared weight transaction occurs on or after July 31, 2005 (refer to Chapter 3, Section 3.045).
- (g) **County Fees:** These fees are mileage apportioned and vary based on the county of business address location. (CVC 9250.2-9250.12, 9250.14, 9250.17). Not reduced based months of operation.
- (h) **\$2 IRP credential fee:** This fee is not mileage apportioned and is not reduced based on the number of months of registration. (CVC 9259)
- (i) **\$2 Application fee:** The service fee is in addition to other required fees (CVC 9250.15).
- (j) **\$1 reflectorized license plate fee.** This fee is only assessed when new IRP plates are issued and is, therefore, not assessed on IRP renewal transactions. (CVC 4850 (c))

## CHAPTER 7 IRP REGISTRATION FEES

### 7.035      **How to Compute the Unladen Weight Fee**

Refer to the Unladen Weight Fee Chart in section 7.005. The chart is presented in two segments; the top portion is used to find the fee for power vehicles with two axles and the bottom portion is used to find the fee for power vehicles with three or more axles. Using the appropriate segment for the number of axles of the vehicle, find the appropriate weight range category and the fee located directly to the right is the twelve month fee for the vehicle. For vehicles added to the fleet after January 31 of the registration year move to the right on the chart under the appropriate month to determine the monthly-prorated amount of the fee.

Examples:

- 1.) For a pickup truck with two axles and unladen weight of 5,600 pounds, the fee for twelve months is \$154. If the same vehicle is added to the fleet in June, the seven-month fee is \$90.
- 2.) For a tow truck with three axles and unladen weight of 7,800 pounds, the fee for twelve months is \$385. If the same vehicle is added to the fleet in October, the three month fee is \$96.

### 7.040      **How to Compute the Gross Vehicle Weight Fee**

Refer to the Gross Vehicle Weight Fee Chart in Section 7.005. Find the declared G/CGVW in the categories in first column on the left and the fee immediately to the right of the weight category is the twelve month fee. For vehicles added to the fleet after January 31, move along the row to the right to the appropriate column for the number of months of registration to locate the monthly prorated amount of the fee.

Examples:

- 1.) For a single power vehicle or a power vehicle that will be used in combination with a trailer where the declared G/CGVW is 40,500 pounds, the Gross Vehicle Weight fee is \$906 for twelve months or \$453 for six months.
- 2.) For a power vehicle that will be used in combination with one or more trailers where the G/CGVW is 80,000 pounds, the Gross Vehicle Weight fee is \$1,942 for twelve months or \$486 for three months.

## CHAPTER 7 IRP REGISTRATION FEES

<b>7.045</b>	<b>How to Compute the VLF</b>  Refer to the VLF Chart in section 7.140. There are also complete instructions on how to compute this fee in the Vehicle License Fee Table itself. If fees are due for the full 12-month period:	
	<b>STEP                      ACTION</b>	
	1.	Locate the Purchase Year. (Purchase years should be entered in descending order beginning with the current year in the purchase year column on the left.)
	2.	Move across to the "January" month column to locate the equivalent percentage factor.
	3.	Multiply the purchase price (rounded to the nearest odd hundredth dollar amount. If the digit in the hundredth column is even, round up. If odd, round down.) by the percentage factor. The resulting figure is the VLF for a 12-month period.
	If fees are due for less than a 12-month period continue the calculation as follows:	
	<b>STEP                      ACTION</b>	
	4.	Multiply the 12-month VLF by the number of months left in the registration year.
	5.	Divide the sum by 12 and the result is the monthly prorated amount of the VLF due
	<b>STEP                      ACTION</b>	
	6.	Round Fees (Refer to the IRP Handbook, Chapter 7, Section 7.140)

### **\*Sample (1)**

Purchase Price	\$98,500
Purchase Date	X .00585 (year factor)
Equals	= \$576.22
Multiply Months	X 12 (months)
Equals	= \$572.22 = \$572

### **\*Sample (2)**

Purchase Price	\$79,400
Purchase Date	X .00585 (year factor)
Equals	= \$464.49
Multiply Month	X 10 months / 12 (divide)
Equals	= \$387.07 = \$387

**\*Refer to Chapter 7, Section 7.005 for rounding rules and California fee schedule.**

## CHAPTER 7 IRP REGISTRATION FEES

### 7.050 Penalties: Original or Supplement Applications (CVC 9554.5)

Penalties are due if registration fees are not paid within 20 days of the date fees become due (the date of first operation as an interstate vehicle/fleet or the date a vehicle is added to the fleet). Penalties are applied to the Registration, Gross Vehicle Weight, and Vehicle License Fees. Penalties on the Gross Vehicle Weight and the Vehicle License Fee are assessed at a rate of 40% for up to one year late of the combined total (Refer to Chapter 6, Section 6.020 for penalty breakdown). Penalties on the Registration Fee are \$30 per vehicle. Compute penalties as follows:

STEP	ACTION
1.	Multiply the sum of the gross weight, CVRA fee, and the vehicle license fee due by the California mileage percentage to arrive at the apportioned dollar amount.
2.	Multiply that sum by 40%.
3.	Multiply the registration fee penalty of \$30 per vehicle by your California mileage percentage and add the result to the sum derived in step 2.
4.	The total result is the penalty due.
<b>Note:</b> Penalties increase if more than one year late.	

### 7.055 Application Fee (CVC 9250.15)

A \$2 service fee is required for IRP applications. This fee is assessed on all original, vehicle or jurisdiction addition, vehicle weight increase, and renewal applications.

### 7.060 Credential (Indicia) Fee (CVC 9259)

A Credential Fee is required for each vehicle listed on an original, renewal and supplemental application.

For apportioned registration, this fee is charged for any vehicles for which indicia is received (cab cards, stickers and/or plates).

The fee is \$2 per vehicle. The credential fee is non-apportionable.

### 7.065 Replacement Cab Card (CVC 9265)

A fee of \$16 is assessed for each replacement cab card.

## CHAPTER 7 IRP REGISTRATION FEES

### **7.070 Replacement Plates (CVC 9265, 4850(c))**

A fee of \$17 is assessed for each replacement apportioned license plate. (\$16 plus \$1 reflectorized license plate fee.)

### **7.075 Replacement Stickers (CVC 9265)**

A fee of \$16 is assessed for each replacement IRP sticker.

### **7.080 Replacement Weight Decal/Stickers (CVC 9400.1)**

A fee of \$3 is assessed for each replacement weight decal and/or year sticker.

### **7.085 Fees for Foreign Jurisdiction Vehicle Weight Increase Applications**

- For increase to the operating weight in any foreign IRP jurisdiction in all instances an estimated amount of \$10 fee deposit per jurisdiction. If the California G/CGW is not changing, \$2 per vehicle credential fee and \$2 application fee is added to the \$10 estimate fee deposit. The actual amount of the weight increase fee for the foreign jurisdiction(s) will be calculated by the IRP Operations Unit and reported to the applicant on a billing invoice. Any additional fees due must be paid within 20 days of the date of the invoice.

**Example:** A vehicle is registered in January at 80,000 lbs in California and 72,000 lbs. in Nevada and Oregon. The registrant requests a weight increase to 80,000 lbs. in Nevada and Oregon. Customer must deposit \$10 estimated fee increase for each jurisdiction increased plus a \$2 cab card fee and \$2 application fee for total deposit amount of \$24. A billing invoice is sent to the customer indicating that the actual total amount of Nevada and Oregon fees due plus the California cab card fee is \$52.75. Customer must pay the balance due of \$30.75 within 20 days of the date of the billing invoice.

## CHAPTER 7 IRP REGISTRATION FEES

### 7.090 Fees for California Vehicle Weight Increase/Decrease Applications

Applications to increase or decrease California qualified weights for fleet vehicles must be accompanied by the apportioned amount of fees due based on the difference between the old and new weights, \$10 per vehicle for weights being increased in foreign jurisdictions, \$2 cab card fee per vehicle and a \$2 application fee.

**If the difference indicates a credit, no credit or refund will be given for excess weight fees.**

Calculate the fees due for California weight increase/decrease applications as explained below:

- a) For **increase** to the California G/CGW where both weights were in the gross vehicle weight category: The difference between the higher and lower gross vehicle weight fee for the number of months remaining between the date of the weight increase application and December 31, times the California mileage percentage plus a \$2 cab card fee.

**Example:** A vehicle registered at 72,000 G/CGW. The registrant applies for G/CGW increase to 80,000 in June. The same operating weight increase is requested for Nevada and Oregon.

G/CGW – from 72,000 lbs.	(credit) =	\$1,098
G/CGW – to 80,000 lbs.	(due) =	\$1,133
Difference (fees due)	=	\$ 35
X California Mileage Percentage	=	64.823%
Result = 22.68	=	\$ 23
+ Cab Card Fee	=	\$ 2
+ Weight Decal Fee	=	\$ 3
+ Application Fee	=	\$ 2
+ Nevada Fee Deposit	=	\$ 10
+ Oregon Fee Deposit	=	\$ 10
<b>Total Fee Deposit</b>	<b>=</b>	<b>\$ 50</b>



## CHAPTER 7 IRP REGISTRATION FEES

### 7.090 Fees for California Vehicle Weight Increase/Decrease Applications (Continued)

- b) For increase to the California G/CGW where both weights were in the unladen weight fee category: The difference between the higher and lower unladen weight fee for the number of months remaining between the date of the weight increase application and December 31, times the California mileage percentage plus a \$2 cab card fee and \$2 application fee.

**Example:** A 2 axle vehicle registered at 8,000 G/CGW. The registrant applies for G/CGW increase to 10,000 in October. The same operating weight increase is requested for Oregon and Washington.

Unladen Weight – from 8,000 lbs. (credit)	=	\$64
Unladen Weight – to 10,000 lbs. (due)	=	\$90
Difference (fees due)	=	\$26
X California Mileage Percentage	=	49.820%
Result = 12.95	=	\$13
+ Cab Card Fee	=	\$ 2
+ Application Fee	=	\$ 2
+ Oregon Fee Deposit	=	\$10
+ Washington Fee Deposit	=	\$10
<b>Total Fee Deposit</b>	=	<b>\$37</b>

- c) For increase to the California G/CGW where the weight is increasing from the unladen weight fee category to the G/CGW category. In those cases where the unladen weight fee is higher and was paid first, the gross weight fee will not be refunded or subsequently credited at the higher rate if the vehicle is used for replacement credit.

**Example:** A 3-axle vehicle registered at 10,000 lbs. The registrant applies for G/CGW increase to 12,000 in August. The operating weight increase is requested for Nevada and Arizona.

Unladen Weight – from 10,000 lbs. (credit)	=	\$225
G/CGW – to 12,000 lbs. (due)	=	\$ 88
Difference (\$137 credit)	=	<b>\$ 0 *</b>
CVRA Fee assessed	=	\$122
X California Mileage Percentage	=	59.205%
Result = 72.23	=	\$72
+ Cab Card Fee	=	\$ 2
+ Weight Decal Fee	=	\$ 3
+ Application Fee	=	\$ 2
+ CTIP Fee	=	\$ 3
+ CCHP Fee	=	\$14
+ Nevada Fee Deposit	=	\$10
+ Arizona Fee Deposit	=	\$10
<b>Total Fee Deposit</b>	=	<b>\$116</b>

**\*If the difference indicates a credit, no credit or refund will be given for excess weight fees.**

## CHAPTER 7 IRP REGISTRATION FEES

- d) For **increase** to the California G/CGW where the weight is increasing from the unladen weight fee category to the G/CGW category:

In those cases where the unladen weight fee is paid first, the difference between the gross vehicle weight fee and the unladen weight fee for the number of months remaining between the date of the weight increase and December 31 will be assessed times the mileage percentage plus a \$2 cab card fee, \$2 application fee, \$3 weight decal fee, \$3 CTIP fee, and a \$14 C Reg fee. The CVRA fee must also be assessed.

**Example:** A 3-axle vehicle registered at 10,000 unladen weight. The registrant applies for G/CGW increase to 26,600 in June. The same operating weight increase is requested for Nevada and Arizona.

Unladen Weight – from 10,000 lbs. (credit) =	\$314
G/CGW – to 26,200 lbs. (due) =	\$271
Difference (\$43 credit) =	<b>\$ 0 *</b>
CVRA Fee assessed =	\$122
X California Mileage Percentage =	36.210 %
Result = 44.17 =	\$ 44
+ Cab Card Fee =	\$ 2
+ Weight Decal Fee =	\$ 3
+ Application Fee =	\$ 2
+ CTIP Fee =	\$ 3
+ C Reg Fee =	\$ 14
+ Nevada Fee Deposit =	\$ 10
+ Oregon Fee Deposit =	\$ 10
<b>Total Fee Deposit =</b>	<b>\$ 88</b>

**\*If the difference indicates a credit, no credit or refund will be given for excess weight fees.**

## CHAPTER 7 IRP REGISTRATION FEES

### 7.090 (Cont'd)

### Fees for California Vehicle Weight Increase/Decrease Applications (Continued)

- e) For decrease of the California G/CGW where the decrease takes the vehicle out of the gross vehicle weight fee category and into the unladen weight category:

If the weight decrease results in a higher unladen weight fee than the gross vehicle weight fees previously paid, the difference between the higher unladen weight fee and lower gross vehicle weight fee for the number of months remaining between the date of the weight decrease application and December 31, times the California mileage percentage plus a \$2 cab card fee and \$2 application fee.

**Example of Situation #1:** A 3 axle vehicle registered at 12,000 G/CGW. The registrant applies for unladen weight decrease to 10,000 in June. The same operating weight decrease is requested for Nevada and Arizona.

G/CGW – from 12,000 lbs.	(credit) =	\$123
Unladen Weight – to 10,000 lbs.	(due) =	\$314
Difference (fees due)	=	\$191
X California Mileage Percentage	=	48.252%
Result = 92.20	=	\$ 92
+ Cab Card Fee	=	\$ 2
+ Application Fee	=	\$ 2
+ Nevada Fee Deposit	=	\$ 0
+ Arizona Fee Deposit	=	\$ 0
<b>Total Fee Deposit</b>	=	<b>\$ 96</b>

- f) If the weight decrease results in a lower unladen weight fee than the gross weight fee previously paid, weight fees will not be refunded or subsequently credited at the higher rate if the vehicle is used for replacement credit.

**Example of Situation 2:** A 3-axle vehicle registered at 31,200 G/CGW. The registrant applies for unladen weight decrease to 10,000 in June. The same operating weight decrease is requested for Nevada and Arizona.

G/CGW – from 31,200 lbs.	(credit) =	\$396
Unladen Weight – to 10,000 lbs.	(due) =	\$314
Difference (\$82 credit)	=	<b>\$ 0 *</b>
+ Cab Card Fee	=	\$ 2
+ Application Fee	=	\$ 2
+ Nevada Fee Deposit	=	\$ 0
+ Arizona Fee Deposit	=	\$ 0
<b>Total Fee Deposit</b>	=	<b>\$ 4</b>

**\*If the difference indicates a credit, no credit or refund will be given for excess weight fees.**

## CHAPTER 7 IRP REGISTRATION FEES

### **7.095 Fees for Jurisdiction (State) Addition Applications**

The accurate and exact fees that will be due for added jurisdictions can only be calculated in the DMV headquarters IRP Operations Unit. Jurisdiction addition applications submitted to DMV IRP field offices must be accompanied by the fees due to the added jurisdictions as computed by the applicant or \$50 per jurisdiction and \$2 per fleet vehicle. The actual fees due will be reported to the applicant on a billing invoice. The applicant must pay the balance of any fees due within 20 days of the date of the invoice.

### **7.100 California Conversion Credits**

Vehicles that are added to fleets during the period for which they are currently and validly registered under California full annual or partial year registration will be granted conversion credits for the months remaining in the paid registration period.

California fees are computed and collected only for those months between the expiration date of the previous full annual registration through December 31 of the registration year. Credit for months paid into the subsequent registration year will automatically be granted and factored into the California fee calculations printed on the renewal fleet listing. Other IRP jurisdiction fees are computed and collected from the date the vehicle(s) is added to the fleet.

Months in which the full 100% California fees have already been paid will not be adjusted, credited, or refunded based on the mileage percentage of the fleet on which the vehicle is being added.

#### **Example 1**

Date vehicle added to fleet: 2/1/2006

Date Current California full registration expires: 5/31/2006

California apportioned fees due 2006: 6/1/2006 — 12/31/2006

Other jurisdiction fees due 2006: 2/1/2006 — 12/31/2006

## CHAPTER 7 IRP REGISTRATION FEES

### 7.100 (Cont'd)

#### CALIFORNIA CONVERSION CREDITS (Continued)

##### Example 2

Date vehicle added to fleet: 11/1/2005

Date Current California registration expires: 8/31/2006

California apportioned fees due 2005: IRP credential/reflectorized plate fees of \$3.00.

Other jurisdiction fees due 2005: 11/1/2005 — 12/31/2005

California apportioned fees due 2006: 9/1/2006 — 12/31/2006

Other jurisdiction fees due 2006: 1/1/2006 — 12/31/2006

### 7.105

#### CALIFORNIA UNLADEN WEIGHT FEE/GROSS VEHICLE WEIGHT FEE REPLACEMENT CREDITS (IRP VII, 700, CVC 9408)

California allows the unused full months of the weight fee (excluding the \$122 CVRA fee) to be credited from a vehicle deleted from the fleet to a vehicle. Unladen weight fee or CVRA credit is subject to the following requirements/conditions:

- The CVRA Fee (\$122.00) is not creditable to a replacement vehicle. ***Wherever credit of CVRA fees is mentioned in the remainder of this handbook, the fact that the \$122.00 portion of the CVRA is not creditable is assumed.*** Vehicle must be deleted and added concurrently to the same fleet.
- ***New for 2006 - A \$2 fee is required for replacement weight fee credit (CVC, Section 9408(b), in addition to a \$2 fee for the replacement registration card (cab card) totaling \$4.***
- The maximum credit that may be given to a replacement vehicle is the amount of the weight fee, prorated from the month following the month of withdrawal. The added vehicle is ***always*** assessed weight fee for the month the vehicle is added.

**Example:** Vehicle #1, registered at 80,000 lbs. G/CGVW, is deleted on March 15, 2005 and replaced with Vehicle #2 which will also be registered at 80,000 lbs. G/CGVW. The Gross Vehicle Weight fee for Vehicle #2 is \$1,618. The creditable portion of the Gross Vehicle Weight fee from Vehicle #1 is \$1,457. The carrier is assessed \$161 Gross Vehicle Weight fee for the replacement vehicle (plus all other applicable fees).

## CHAPTER 7 IRP REGISTRATION FEES

### 7.105 (Cont'd)

### California Unladen Weight Fee/CVRA Weight Fee Replacement Credits (Continued)

- ❖ Gross Vehicle Weight fees can be credited to a vehicle subject to unladen weight fees and unladen weight fees may be credited to a vehicle subject to Gross Vehicle Weight fees subject to all other conditions stated in this section.
  - **Example #1:** Vehicle #1, registered at 80,000 lbs. G/CGVW is deleted on June 1, 2005 and Vehicle #2, a three axle vehicle, is concurrently added to the fleet and registered at 9,500 lbs. unladen. The unladen weight fee for Vehicle #2 is \$314 but it receives Gross Vehicle Weight fee credit from Vehicle #1 in the amount of \$971. Vehicle #2 is assessed no unladen weight fee but pays all other applicable fees. Note that the excess credit amount of \$657 is forfeited.
  - **Example #2:** Vehicle #1, a three axle vehicle registered at 7,600 lbs. unladen is deleted from the fleet on August 2, 2005. Vehicle #2 is concurrently added to the fleet and registered at 65,600 lbs. G/CGVW. The Gross Vehicle Weight fee for Vehicle #2 is \$658 but it receives unladen weight credit from Vehicle #1 in the amount of \$160. So Vehicle #2 is assessed \$498 Gross Vehicle Weight fee plus all other applicable fees.
- ❖ The vehicle being deleted must be “withdrawn from service” in the IRP fleet for the remainder of the IRP registration year ending on December 31. The official commentary to the IRP Agreement defines “permanently withdrawn” as follows: “‘Permanently withdrawn’ includes destruction, sale or other complete removal from the registrant’s fleet.”
- ❖ The vehicle being deleted must be reported on the same supplement application (Schedule C) as the vehicle being added to which the credit will be applied (concurrent addition/deletion).
- ❖ The license plates, license plate sticker, and cab card for the deleted vehicle must be surrendered to the Department with the application for concurrent vehicle addition/deletion. If plates and/or cab cards were not surrendered, a statement of facts may be submitted indicating reason for non-surrender of indicia.

## CHAPTER 7 IRP REGISTRATION FEES

### 7.105 (Cont'd)

#### **California Unladen Weight Fee/Gross Vehicle Weight Fee Replacement Credits (Continued)**

- ❖ The unused/excess portion of any weight fee that is credited to another vehicle is not refundable or creditable to another vehicle. Unused fee credits are forfeited. For instance, if an unladen weight or gross vehicle weight fee is credited from a vehicle with a higher unladen or gross vehicle weight value to a vehicle with a lower unladen or gross vehicle weight fee value resulting in an uncredited weight fee difference, that difference is not refundable. Refer to example #1 on the previous page.
- ❖ Vehicles that were converted to IRP from California intrastate registration may not be used as credit toward another fleet vehicle during the period of time that the intrastate registration is still valid.
- ❖ A vehicle weight credit cannot be used twice in the same registration year. If a vehicle converts from full year registration to IRP and is then deleted in the same registration year, the CA weight credit cannot be used again.
- ❖ IRP registrants with multiple fleets under the same business entity may only receive weight replacement credits on vehicles that are newly acquired through original purchase or lease. Replacement credits will not be allowed when transferring existing fleet vehicles between multiple fleets of the same registrant.

## CHAPTER 7 IRP REGISTRATION FEES

### 7.110 Foreign IRP Jurisdiction Replacement Credits

Many of the IRP member jurisdictions give full or partial replacement credit for a vehicle deleted from the fleet to a vehicle added to the fleet. In order to receive replacement credit California requires, in every case, that the deleted and added vehicles must be reported concurrently on the same supplement and credentials for the deleted vehicle must be surrendered with the application. Following is a listing of all the IRP jurisdictions and their credit policy, in general. The policies can vary widely in the requirements. For instance, some jurisdictions give credit only when the vehicles being added and deleted are of the exact same body type model (TT-TT, TK-TK, etc.) Most jurisdictions that allow replacement credits collect the difference in fees when the vehicle added is of a higher weight than the vehicle deleted. Most jurisdictions do not refund unused credits when the vehicle added is a lower weight than the vehicle deleted. In the case of those that do allow refund or subsequent use of unused credits, California will not hold unused credit for later use on subsequent vehicle additions or make any refund on behalf of the foreign jurisdiction. You must contact the jurisdiction directly and follow their procedures for applying for refund.

**Important:** Because credit and refund policies are established through individual jurisdiction statutes, the information shown on this chart is subject to change without notice by the California DMV.

JURISDICTION	REPLACEMENT CREDIT	JURISDICTION	REPLACEMENT CREDIT
ALABAMA	YES	NEW BRUNSWICK	YES
ALBERTA	YES	NEWFOUNDLAND	YES
ARIZONA	PARTIAL	NEW HAMPSHIRE	YES
ARKANSAS	YES	NEW JERSEY	YES
BRITISH COLUMBIA	YES	NEW MEXICO	YES
CALIFORNIA	PARTIAL	NOVA SCOTIA	YES
COLORADO	PARTIAL	NEW YORK	YES
CONNECTICUT	YES	NORTH CAROLINA	YES
DELAWARE	YES	NORTH DAKOTA	YES
DIST OF COLUMBIA	YES	OHIO	YES
FLORIDA	YES	OKLAHOMA	YES
GEORGIA	YES	ONTARIO	YES
IDAHO	YES	OREGON	YES
ILLINOIS	YES	PENNSYLVANIA	YES
INDIANA	NO	PRINCE ED. ISLAND	YES
IOWA	YES	QUEBEC	YES
KANSAS	YES	RHODE ISLAND	YES
KENTUCKY	YES	SASKATCHEWAN	YES
LOUISIANA	YES	SO. CAROLINA	YES



## CHAPTER 7 IRP REGISTRATION FEES

### 7.110 (Cont'd)

JURISDICTION	REPLACEMENT CREDIT	JURISDICTION	REPLACEMENT CREDIT
MAINE	YES	SOUTH DAKOTA	YES
MANITOBA	YES	TENNESSEE	YES
MARYLAND	YES	TEXAS	YES
MASSACHUSETTS	YES	UTAH	PARTIAL
MICHIGAN	YES	VERMONT	NO
MINNESOTA	YES	VIRGINIA	YES
MISSISSIPPI	YES	WASHINGTON	PARTIAL
MISSOURI	YES	WEST VIRGINIA	YES
MONTANA	PARTIAL	WISCONSIN	YES
NEBRASKA	YES	WYOMING	YES
NEVADA	YES		

### 7.115 Refunds (CVC 42231)

The department issues refunds of California fees paid only if the fees were paid in error or if excess fees were paid. An application for refund (Reg 399) must be completed and mailed to the IRP Unit in Sacramento. Refund application is also available on the Internet ([www.dmv.ca.gov](http://www.dmv.ca.gov))

***California does not refund fees paid to other IRP jurisdictions.***  
Carriers must apply directly to and satisfy each jurisdiction's requirement(s) for refund of fees.

### 7.120 Foreign IRP Jurisdiction Fee Schedules

Foreign IRP jurisdiction fee schedules and subscriptions to updates can be purchased from IRP, Inc. For information about purchasing these schedules/subscriptions call (703) 522-1905 or visit their website at ***[www.aamva.org/irp](http://www.aamva.org/irp)***.

## CHAPTER 7 IRP REGISTRATION FEES

### 7.125 Colorado Low Mileage Fee Reduction

The State of Colorado assesses a lower rate of registration fees to power units that are operated nationally 10,000 miles or less annually. In order to qualify for assessment at the lower rate you must have a full 12 consecutive months of mileage records as substantiated by Individual Vehicle Mileage Records (IVMR) for the qualifying vehicle.

A Colorado Data Form (Reg. 142) must be completed and returned with your IRP application if you have vehicle(s) that qualify for this lower fee assessment.

Vehicles for which you have only estimated mileage must be assessed the higher rate of fee at the time of registration. However, you may qualify for a refund adjustment if you can subsequently show proof that the vehicle did, in fact, operate less than 10,000 miles nationally. If you have claimed an estimated mileage after the first year of registration and can subsequently prove the total mileage for that vehicle was less than 10,000 miles you must apply to the State of Colorado for a refund. If you are estimating the low mileage rate for a vehicle, you must "X" the "Mileage Estimated" box on the Colorado Data Form.

### 7.130 Arizona Reduced Rate Fees

Arizona grants a fee discount to vehicles which meet certain very specific operational criteria as follows:

**One Way Hauling:** At least 45% of the mileage during the registration year is traveled without a load.

**Route Truck:** The vehicle weighs more than 26,000 lbs. and begins and ends a trip at the same point without adding to the load. At the midway point, the load is less than 45% of full capacity of the vehicle.

**Agricultural Products:** The vehicle is used only for transporting agricultural products, such as crops, machinery, supplies, or livestock used or produced in farming operations. The products, crops, or livestock must be unmanufactured or unprocessed.

In order to qualify for this individual vehicle discount, an Arizona Motor Carrier Reduced Rate Certificate must be completed and submitted with the IRP application on which the vehicle is registered. The vehicle qualification for this reduced rate continues from year to year until the vehicle is deleted from the fleet or the carrier requests removal of the reduced rate qualification due to a change of operation.

## CHAPTER 7 IRP REGISTRATION FEES

### 7.135 Utah Reduced Rate Fees

The State of Utah allows a reduced rate of Utah commercial vehicle fees for power vehicles used **exclusively** for the following specific purposes:

1. Pump Cement
2. Bore Wells
3. Perform Crane Services (with a lift capacity of at least 5 tons).

California will assess Utah fees at the reduced rate to qualifying vehicles when the Utah Reduced Fee Certification Form is submitted with renewal, original, or supplemental applications.

For each vehicle that qualifies for the reduced fee rate, list the equipment number, year model, make, and last 6 digits of the Vehicle Identification Number (VIN). In the column headed "Qualified Vehicle Usage", at the right of the form, indicate your use by placing an "x" under the applicable qualifying code as follows:

"P" equals "Pump Cement"

"B" equals "Bore Wells"

"C" equals "Perform Crane Services"

The California Department of Motor Vehicles will not be responsible for possible fee adjustments resulting from an IRP applicant's failure to complete and submit the reduced fee rate qualification form.

### 7.140 CITY AND COUNTY FEES

#### **Alameda County- 01**

Use Tax- 8.75% Effective 07/01/2004 (includes Special Tax Rate- 1%)

Safe Fee- \$1\*

Air Quality Fee- \$4

Smog- 100%

Auto Theft/DUI Fee - \$1\*

Abandon Vehicle Fee- \$1\*

Fingerprint Fee- \$1\*

\* As of 12/31/02 CVRA vehicles add \$2 for a total of \$3

## **CHAPTER 7 IRP REGISTRATION FEES**

### **Alpine County- 02**

Use Tax- 7.25% Effective 01/01/2002

### **Amador County- 03**

Use Tax- 7.25% Effective 01/01/2002

Air Quality Fee- \$2

Abandon Vehicle Fee- \$1\*

\* As of 12/31/02 CVRA vehicles add \$2 for a total of \$3

### **Butte County- 04**

Use Tax- 7.25% Effective 01/01/2002

Air Quality Fee- \$4

Smog- 100%

Auto Theft/DUI Fee Effective 10/01/93 - \$1\*

Abandon Vehicle Fee- \$1\*

\* As of 12/31/02 CVRA vehicles add \$2 for a total of \$3 & Denotes participation in the DUI program.

### **Calaveras County- 05**

Use Tax- 7.25% Effective 01/01/2002

Abandon Vehicle Fee Effective 08/01/93- \$1\*

\* As of 12/31/02 CVRA vehicles add \$2 for a total of \$3

### **Colusa County- 06**

Use Tax- 7.25% Effective 01/01/2002

Air Quality Fee- \$4

Smog- 100%

Auto Theft/DUI Fee Effective 11/01/95- \$1\*

Fingerprint Fee- \$1\*

\* As of 12/31/02 CVRA vehicles add \$2 for a total of \$3 & Denotes participation in the DUI program.

## **CHAPTER 7 IRP REGISTRATION FEES**

### **Contra Costa County- 07**

Use Tax- 8.25% Effective 01/01/2002 (includes Special Tax Rate- 1%)

Safe Fee- \$1\*

Air Quality Fee- \$4

Smog- 100%

Auto Theft/DUI Fee- \$1\*

Abandon Vehicle Fee- \$1\*

Fingerprint Fee- \$1\*

\* As of 12/31/02 CVRA vehicles add \$2 for a total of \$3

### **Del Norte County- 08**

Use Tax- 7.25% Effective 01/01/2002

Safe Fee- \$1\*

Air Quality Fee- \$2

Abandon Vehicle Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

### **El Dorado County- 09**

Use Tax- 7.25% Effective 01/01/2002\*\*\*

Safe Fee- \$1\*

Air Quality Fee- \$4

Smog- Partial\*\*

DUI Fee- \$1\*

Abandon Vehicle Fee- \$1\*

Fingerprint Fee- \$1\*

As of 12/31/01 CVRA vehicles add \$2 for a total of \$3 & Denotes participation in the DUI program.

\*\* See Appendix 1C for Partial Biennial Smog Counties

\*\*\* Placerville (zip code 95667) 7.50% Effective 01/01/2002

## **CHAPTER 7 IRP REGISTRATION FEES**

### **Fresno County- 10**

Use Tax- 7.875% Effective 01/01/2002 (incl. Special Tax Rate- 0.625%)\*\*

Air Quality Fee Effective 01/01/05- \$5

Smog- 100%

Auto Theft/DUI Fee- \$1\*

Abandon Vehicle Fee- \$1\*

Fingerprint Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

\*\* Clovis (zip codes 93611-13) 8.175% Effective 01/01/2002

### **Glenn County- 11**

Use Tax- 7.25% Effective 01/01/2002

Safe Fee- \$1\*

Air Quality Fee- \$4

Smog- 100%

Abandon Vehicle Fee- \$1\*

Fingerprint Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

### **Humboldt County- 12**

Use Tax- 7.25% Effective 01/01/2002\*\*

Safe Fee- \$1\*

Air Quality Fee- \$2

Auto Theft/DUI Fee- \$1\*

Abandon Vehicle Fee- \$1\*

Fingerprint Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

\*\*Trinidad (zip code 95570) 8.25% Effective 10/01/2004

## **CHAPTER 7 IRP REGISTRATION FEES**

### **Imperial County- 13**

Use Tax- 7.75% Effective 01/01/2002 (includes Special Tax Rate- .50%)\*\*

Safe Fee- \$1\*

Air Quality Fee- \$4

Auto Theft/DUI Fee- \$1\*

Abandon Vehicle Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

\*\* Calexico (zip codes 92231-32) 8.25% Effective 01/01/2002

### **Inyo County- 14**

Use Tax- 7.75% Effective 01/01/2002 (includes Special Tax Rate- .50%)

Fingerprint Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

### **Kern County- 15**

Use Tax- 7.25% Effective 01/01/2002

Safe Fee- \$1\*

Air Quality Fee Effective 01/01/2005- \$4/\$5\*\*

Smog- 100%

Auto Theft/DUI Fee- \$1\*

Fingerprint Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

\*\* See Appendix 1B for appropriate zip codes to Air Quality Partial Counties

## **CHAPTER 7 IRP REGISTRATION FEES**

### **Kings County- 16**

Use Tax- 7.25% Effective 01/01/2002

Air Quality Fee Effective 01/01/2005- \$5

Smog- 100%

Auto Theft/DUI Fee- \$1\*

Abandon Vehicle Fee- \$1\*

Fingerprint Fee- \$1\*

As of 12/31/01 CVRA vehicles add \$2 for a total of \$3 & Denotes participation in the DUI program.

### **Lake County- 17**

Use Tax- 7.25% Effective 01/01/2002\*\*

Safe Fee- \$1\*

Auto Theft/DUI Fee- \$1\*

Abandon Vehicle Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3 & Denotes participation in the DUI program

\*\* Clearlake (zip code 95422) 7.75% Effective 01/01/2002 & Denotes participation in the DUI program

### **Lassen County- 18**

Use Tax- 7.25% Effective 01/01/2002

Auto Theft/DUI Fee- \$1\*

As of 12/31/01 CVRA vehicles add \$2 for a total of \$3 & Denotes participation in the DUI program



## **CHAPTER 7 IRP REGISTRATION FEES**

### **Los Angeles County- 19**

Use Tax- 8.25% Effective 01/01/2002 (includes Special Tax Rate- 1%)\*\*

Safe Fee- \$1\*

Air Quality Fee- \$4/\$5\*\*\*

Smog- 100%

Auto Theft/DUI Fee- \$1\*

Fingerprint Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

\*\* Avalon (zip code 90704) 8.75% Effective 01/01/2002

\*\*\*See Appendix 1B for appropriate zip codes to Air Quality Partial Counties

### **Madera County- 20**

Use Tax- 7.75% Effective 01/01/2002 (includes Special Tax Rate- .50%)

Air Quality Fee Effective 01/01/2005- \$5

Smog- 100%

Auto Theft/DUI Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

### **Marin County- 21**

Use Tax- 7.25% Effective 01/01/2002

Safe Fee- \$1\*

Air Quality Fee- \$4

Smog- 100%

Auto Theft/DUI Fee- \$1\*

Abandon Vehicle Fee- \$1\*

Fingerprint Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

### **Mariposa County- 22**

Use Tax- 7.25% Effective 07/01/2004 (includes Special Tax Rate- .50%)

## **CHAPTER 7 IRP REGISTRATION FEES**

### **Mendocino County- 23**

Use Tax- 7.25% Effective 01/01/2002\*\*

Safe Fee- \$1\*

Air Quality Fee- \$4

Auto Theft/DUI Fee- \$1\*

Abandon Vehicle Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3 & Denotes participation in the DUI program

\*\* Willits (zip codes 95429 and 95490) 7.75% Effective 10/01/2003

Point Arena (zip code 95468) 7.75% Effective 04/01/2004

### **Merced County- 24**

Use Tax- 7.25% Effective 01/01/2002

Safe Fee- \$1\*

Air Quality Fee Effective 01/01/2005- \$5

Smog- 100%

Auto Theft Fee- \$1\*

### **Modoc County- 25**

Use Tax- 7.25% Effective 01/01/2002

### **Mono County- 26**

Use Tax- 7.25% Effective 01/01/2002

Fingerprint Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

## **CHAPTER 7 IRP REGISTRATION FEES**

### **Monterey County- 27**

Use Tax- 7.25% Effective 01/01/2002

Safe Fee- \$1\*

Air Quality Fee- \$4

Smog- 100%

Auto Theft/DUI Fee- \$1\*

Abandon Vehicle Fee- \$1\*

Fingerprint Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

### **Napa County- 28**

Use Tax- 7.75% Effective 01/01/2002 (includes Special Tax Rate- .50%)

Safe Fee- \$1\*

Air Quality Fee- \$4

Smog- 100%

Auto Theft/DUI Fee- \$1\*

Abandon Vehicle Fee- \$1\*

Fingerprint Fee- \$1\*

As of 12/31/01 CVRA vehicles add \$2 for a total of \$3 & Denotes participation in the DUI program

### **Nevada County- 29**

Use Tax- 7.375% Effective 01/01/2002 (includes Special Tax Rate- .125%)\*\*

Air Quality Fee- \$4

Smog- 100%

Auto Thief/DUI Fee- \$1\*

Abandon Vehicle Fee- \$1\*

As of 12/31/01 CVRA vehicles add \$2 for a total of \$3 & Denotes participation in the DUI program

\*\* Truckee (zip codes 96160-62) 7.875% Effective 01/01/2002

## **CHAPTER 7 IRP REGISTRATION FEES**

### **Orange County- 30**

Use Tax- 7.75% Effective 01/01/2002 (includes Special Tax Rate- .50%)

Safe Fee- \$1\*

Air Quality Fee- \$5

Smog- 100%

Auto Theft/DUI Fee- \$1\*

Abandon Vehicle Fee- \$1\*

Fingerprint Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

### **Placer County- 31**

Use Tax- 7.25% Effective 01/01/2002

Air Quality Fee- \$4

Smog- Partial\*\*

\*\* See Appendix 1C for appropriate zip codes to Partial Biennial Smog Counties

### **Plumas County- 32**

Use Tax- 7.25% Effective 01/01/2002

Air Quality Fee- \$2

DUI Fee- \$1\*

As of 12/31/01 CVRA vehicles add \$2 for a total of \$3 & Denotes participation in the  
DUI program

## **CHAPTER 7 IRP REGISTRATION FEES**

### **Riverside County- 33**

Use Tax- 7.75% Effective 01/01/2002 (includes Special Tax Rate- .50%)

Safe Fee- \$1\*

Air Quality Fee- \$5/\$4\*\*

Smog- Partial\*\*\*

Auto Theft Fee- \$1\*

Abandon Vehicle Fee- \$1\*

Fingerprint Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

\*\* See Appendix 1B for appropriate zip codes to Air Quality Partial Counties

\*\*\*See Appendix 1C for appropriate zip codes to Partial Biennial Smog Counties

### **Sacramento County- 34**

Use Tax- 7.75% Effective 01/01/2002 (includes Special Tax Rate- .50%)

Safe Fee- \$1\*

Air Quality Fee- \$4

Smog- 100%

Auto Theft Fee- \$1\*

Abandon Vehicle Fee- \$1\*

Fingerprint Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

### **San Benito County- 35**

Use Tax- 7.25% Effective 01/01/2002

Safe Fee- \$1\*

Air Quality Fee- \$4

Smog- 100%

Abandon Vehicle Fee- \$1\*

Fingerprint Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

## **CHAPTER 7 IRP REGISTRATION FEES**

### **San Bernardino County- 36**

Use Tax- 7.75% Effective 01/01/2002 (includes Special Tax Rate- .50%)

Safe Fee- \$1\*

Air Quality Fee- \$5/\$4\*\*

Smog- Partial\*\*\*

Auto Theft Fee- \$1\*

Fingerprint Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

\*\* See Appendix 1B for appropriate zip codes to Air Quality Partial Counties

\*\*\* See Appendix 1C for appropriate zip codes to Partial Biennial Smog Counties

### **San Diego County- 37**

Use Tax- 7.75% Effective 01/01/2002 (includes Special Tax Rate- .50%)

Safe Fee- \$1\*

Air Quality Fee- \$2

Smog- Partial\*\*

Auto Theft Fee- \$1\*

Abandon Vehicle Fee- \$1\*

Fingerprint Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

\*\* See Appendix 1C for appropriate zip codes to Partial Biennial Smog Counties

### **San Francisco County-38**

Use Tax- 8.50% Effective 01/01/2002 (includes Special Tax Rate- 1.25%)

Safe Fee- \$1\*

Air Quality Fee- \$4

Smog- 100%

Auto Theft Fee- \$1\*

Abandon Vehicle Fee- \$1\*

Fingerprint Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

## **CHAPTER 7 IRP REGISTRATION FEES**

### **San Joaquin County- 39**

Use Tax- 7.75% Effective 01/01/2002 (includes Special Tax Rate- .50%)

Safe Fee- \$1\*

Air Quality Fee- \$5

Smog- 100%

Auto Theft Fee- \$1\*

Abandon Vehicle Fee- \$1\*

Fingerprint Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

### **San Luis Obispo County- 40**

Use Tax- 7.25% Effective 01/01/2002

Safe Fee- \$1\*

Air Quality Fee- \$4

Smog- 100%

Auto Theft Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

### **San Mateo County- 41**

Use Tax- 8.25% Effective 01/01/2002 (includes Special Tax Rate- 1%)

Safe Fee- \$1\*

Air Quality Fee- \$4

Smog- 100%

Auto Theft Fee- \$1\*

Abandon Vehicle Fee- \$1\*

Fingerprint Fee- \$1\*

\* As of 12/31/02 CVRA vehicles add \$2 for a total of \$3

## **CHAPTER 7 IRP REGISTRATION FEES**

### **Santa Barbara County- 42**

Use Tax- 7.75% Effective 01/01/2002 (includes Special Tax Rate- .50%)

Safe Fee- \$1\*

Air Quality Fee- \$4

Smog- 100%

Auto Theft Fee- \$1\*

Fingerprint Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

### **Santa Clara County- 43**

Use Tax- 8.25% Effective 01/01/2002 (includes Special Tax Rate- 1%)

Safe Fee- \$1\*

Air Quality Fee- \$4

Smog- 100%

Auto Theft Fee- \$1\*

Abandon Vehicle Fee- \$1\*

Fingerprint Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

### **Santa Cruz County- 44**

Use Tax- 8.00% Effective 01/01/2002 (includes Special Tax Rate- .75%)\*\*

Safe Fee- \$1\*

Air Quality Fee- \$4

Smog- 100%

Auto Theft Fee- \$1\*

Abandon Vehicle Fee- \$1\*

Fingerprint Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

\*\* Santa Cruz (zip codes 95060-67) 8.25% Effective 07/01/2004



## **CHAPTER 7 IRP REGISTRATION FEES**

### **Shasta County- 45**

Use Tax- 7.25% Effective 01/01/2002

Air Quality Fee- \$3

Smog- 100%

Auto Theft and DUI Fee- \$1\*

Abandon Vehicle Fee- \$1\*

Fingerprint Fee - \$1\* Effective 01/01/2005

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3 & Denotes participation in the DUI program

### **Sierra County- 46**

Use Tax- 7.25% Effective 01/01/2002

Air Quality Fee- \$2

### **Siskiyou County- 47**

Use Tax- 7.25% Effective 01/01/2002

Auto Theft and DUI Fee- \$1\*

Fingerprint Fee- \$1\*

As of 12/31/01 CVRA vehicles add \$2 for a total of \$3 & Denotes participation in the DUI program

### **Solano County- 48**

Use Tax- 7.375% Effective 01/01/2002 (includes Special Tax Rate- 0.125%)

Safe Fee- \$1\*

Air Quality Fee- \$4/\$4\*\*

Smog- 100%

Auto Theft Fee- \$1\*

Abandon Vehicle Fee- \$1\*

Fingerprint Fee- \$1\*

\* As of 12/31/02 CVRA vehicles add \$2 for a total of \$3

\*\* See Appendix 1B for appropriate zip codes to Air Quality Partial Counties

## **CHAPTER 7 IRP REGISTRATION FEES**

### **Sonoma County- 49**

Use Tax- 7.50% Effective 01/01/2002 (includes Special Tax Rate- .25%)\*\*

Safe Fee- \$1\*

Air Quality Fee- \$4/\$4\*\*\*

Smog- Partial\*\*\*\*

Auto Theft Fee- \$1\*

Abandon Vehicle Fee- \$1\*

Fingerprint Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

\*\* Sebastopol (zip code 95472) 7.625% Effective 04/01/2003

\*\*\* See Appendix 1B for appropriate zip codes to Air Quality Partial Counties

\*\*\*\* See Appendix 1C for appropriate zip codes to Partial Biennial Smog Counties

### **Stanislaus County- 50**

Use Tax- 7.375% Effective 01/01/2002 (includes Special Tax Rate- .125%)

Air Quality Fee Effective 01/01/2005- \$5

Smog- 100%

Auto Theft Fee- \$1\*

Abandon Vehicle Fee- \$1\*

Fingerprint Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

### **Sutter County- 51**

Use Tax- 7.25% Effective 01/01/2002

Safe Fee- \$1\*

Air Quality Fee- \$4

Smog- 100%

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

## **CHAPTER 7 IRP REGISTRATION FEES**

### **Tehama County- 52**

Use Tax- 7.25% Effective 01/01/2002

Air Quality Fee- \$4

Smog- 100%

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

### **Trinity County- 53**

Use Tax- 7.25% Effective 01/01/2002

Air Quality Fee- \$2

Auto Theft and DUI Fee- \$1\*

Abandon Vehicle Fee- \$1\*

- As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

### **Tulare County- 54**

Use Tax- 7.25% Effective 01/01/2002\*\*

Air Quality Fee Effective 01/01/2005- \$5

Smog- 100%

Auto Theft Fee- \$1\*

Abandon Vehicle Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

\*\*Visalia (zip codes 93277-79 and 93240-92) 7.5% Effective 07/01/2004

### **Tuolumne County- 55**

Use Tax- 7.25% Effective 01/01/2002

DUI Fee- \$1\*

Abandon Vehicle Fee- \$1\*

Fingerprint Fee- \$1\*

As of 12/31/01 CVRA vehicles add \$2 for a total of \$3 & Denotes participation in the  
DUI program

## **CHAPTER 7 IRP REGISTRATION FEES**

### **Ventura County- 56**

Use Tax- 7.25% Effective 01/01/2002

Safe Fee- \$1\*

Air Quality Fee- \$4

Smog- 100%

Auto Theft Fee- \$1\*

Fingerprint Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

### **Yolo County- 57**

Use Tax- 7.25% Effective 01/01/2002\*\*

Safe Fee- \$1\*

Air Quality Fee- \$4

Smog- 100%

Auto Theft Fee- \$1\*

Fingerprint Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

\*\* Davis (zip codes 95616-18) 7.75% Effective 07/01/2004

West Sacramento (zip codes 95605 and 95691) 7.75% Effective 04/01/2003

Woodland (zip codes 95695 and 95776) 7.75%

### **Yuba County- 58**

Use Tax- 7.25% Effective 01/01/2002

Safe Fee- \$1\*

Air Quality Fee- \$4

Smog- 100%

Auto Theft Fee- \$1\*

Abandon Vehicle Fee- \$1\*

\* As of 12/31/01 CVRA vehicles add \$2 for a total of \$3

## CHAPTER 8    IRP TEMPORARY OPERATING AUTHORITY

### 8.000        Temporary Operating Authority

New IRP fleet vehicles, or vehicles being added to any existing fleet, may be issued a form of temporary operating authority while issuance of the permanent IRP credentials is pending in the IRP Operations Unit in Sacramento. Refer to Section 1.015 for initial and balance due fee payment and temporary registration issuance policies.

***Alterations, erasures, strikeouts, or any modifications or changes of any kind to any permit after it has been issued and validated by DMV makes the permit void and the registrant will be subject to violations of California and foreign jurisdiction vehicle registration laws.***

### 8.005        Temporary Registration Authorization Form (Form Reg. 2126)

California IRP Temporary Registration Authorization forms (Reg. 2126) are available at DMV IRP field offices, the headquarters IRP Operations Unit, or in bulk by mail from the DMV Warehouse. See Section 1.020 for instructions on obtaining forms in bulk. Only the official Form Reg. 2126 as printed by the Department may be used. ***Customers are never permitted to reproduce or use reproductions of this form!***

Customers are required to complete the portions of the form as indicated below and submit the completed permit with their application documents to the Field Office or IRP Operations Unit. The Field Office or IRP Operations Unit will assign an expiration date, validate and date stamp both copies of the form, and return the white copy to the customer. As applicable, the original validated permit may be photocopied so that copies may be carried in the multiple vehicles listed on the form,

Customer should pre-complete the following areas of the form:

1. Enter the carrier name and business address as reported on Schedule A or C application.
2. Enter the number of vehicles qualified for operation under the temporary permit.
3. Enter your assigned California IRP account number. If applying for original IRP registration, enter the word "NEW" in this space.
2. Mark appropriate section indicating the type of application on which the vehicle(s) is listed for registration and the date the application is filed. The date must be equal or prior to the current date.
4. List vehicle(s) being authorized by license plate number (leave blank if not assigned), equipment number, year model, make and the last six digits of the vehicle identification number. Unused vehicle listing spaces must be lined out.
5. List IRP jurisdictional weights for the vehicles. A separate Reg. 2126 must be completed for vehicles which are not to be qualified at identical weights in the same jurisdiction. States with no entry must be lined out.

## CHAPTER 8     IRP TEMPORARY OPERATING AUTHORITY

### 8.005     Temporary Registration Authorization Form (Form Reg. 2126) (Cont'd)     (Continued)

All other spaces on this form are for DMV use only. Do not make any marks in the space labeled "DMV Use Only" or in the validation stamp area.

Jurisdiction and weight information entered on the form must be consistent with the information reported on the accompanying Schedule A/B and C forms or the jurisdictions previously qualified on the renewal or original application. Customers that complete Reg. 2126 forms for supplemental or original application vehicles and indicate qualification in states not previously or currently being qualified for operation will be required to submit Jurisdiction Addition supplements for the fleet regardless of whether or not the fleet vehicles were operated in the non-qualified jurisdictions. Failure to submit jurisdiction addition application and fees upon demand of the IRP Operations Unit will result in fee assessment for the non-qualified jurisdictions will result in assessment of fees in those jurisdictions at the discretion of IRP Operations management.

Temporary registration privileges may be denied for misuse of permits.

***Alterations, erasures, strikeouts, or any modifications or changes of any kind to a permit after it has been issued and validated by DMV makes the permit void and the registrant will be subject to violations of California and foreign jurisdiction vehicle registration laws.***

### 8.010     Third Party Facsimile (Wire) Operating Authority

Temporary apportioned registration operating authority is available by facsimile transmission through a third party vendor.

Facsimile operating authority must first be requested from the IRP Unit at (916) 657-7971 between the hours of 8:00 a.m. and 11:00 a.m., Monday through Friday. The IRP technician enters your account and vehicle information into the DMV IRP computer system which then computes the total IRP fees due and generates the temporary authority. An additional \$2. DMV wire fee will be collected for each vehicle in addition to the applicable registration fees (CVC 9259.5).

After the facsimile authority has been requested from the IRP Unit and registration fees have been computed, you must contact the facsimile service provider to ascertain the amount of the transmission fees and arrange payment.

A properly completed and signed Schedule C application must be mailed to the IRP Unit within 10 working days after the facsimile request. Facsimile privileges may be suspended for failure to submit an application with all requirements satisfied within 10 days.

## **CHAPTER 9 AUDITS AND RECORDKEEPING**

### **9.000 Authority and Frequency of Audits**

California Vehicle Code (CVC) Section 8057(b) authorizes the department to audit fleet records of apportioned registrants to ensure the accuracy of the reported distance (mileage), vehicle cost and weight information and fee payments.

Under IRP Section 1600, "Frequency of Audits," the base jurisdiction shall audit the apportioned registration applications and supporting documents of registrants based in that jurisdiction as to the authenticity of distance figures derived from operational records and other registration information.

Under IRP Audit Procedures Manual Section 100.3, the base jurisdiction may audit individual registrants several times during the IRP peer review period, and each audit may cover one registration year to four registration years.

### **9.005 Joint Audits**

IRP Section 1606, "Joint Audits," allows audits of any registrant by multiple jurisdictions. Upon completion of the joint audit, the base jurisdiction is responsible for issuing the audit report, collecting and distributing the resulting fee adjustments, and resolving any disagreement with the audit findings.

### **9.010 Purpose of Audits**

Audits are necessary to ensure: (1) the accuracy and integrity of information reported on the apportioned registration applications; (2) compliance with provisions of the IRP and jurisdictional statutes; and (3) proper payment of apportioned fees to all affected jurisdictions.

### **9.015 Audit Standards**

Audits are conducted in a professional manner with the results clearly documented, following the IRP agreement, the IRP Audit Procedures Manual, and the generally accepted government auditing standards.

### **9.020 Audit Location**

Audits are performed at DMV Headquarters in Sacramento (in-house audits) or at the registrants' or the designated agents' business locations where operational records are maintained and made available for examination (field audits), as determined by the department.

## CHAPTER 9 AUDITS AND RECORDKEEPING

### 9.025 Audit Notification

In accordance with IRP Audit Procedures Manual Section 601 and CVC Section 8057(b), the department will provide a **30-day** notice to the registrant prior to conducting the audit. For just cause, notification requirements may be waived, as provided in the IRP Audit Procedures Manual Section 601.3.

For **field audits**, the auditor will contact the registrant by telephone to arrange an audit. An audit notification letter is sent to the registrant to confirm the audit commencement date, the registration year(s) to be audited, the location where the audit will take place, the types of records to be examined, the person(s) conducting the audit, and other items discussed on the telephone.

For **in-house audits**, the auditor may not notify the registrant by telephone. An audit notification letter is sent to the registrant regarding the registration year(s) to be audited, the types of records to be examined, the due date for the submission of records, and other information regarding the audit.

Audit notification letters are sent by certified mail to the last known mailing address on the department registration records and are considered received, when delivered. It is the responsibility of the registrant to ensure that the business and mailing addresses are correct and current, and to promptly notify the IRP Operations Unit whenever there is an address change.

### 9.030 Internal Control Questionnaire

An internal control questionnaire is mailed to the registrant along with the audit notification letter. The registrant is to complete the questionnaire and return it to the auditor by the specified due date. This document provides an opportunity to the registrant to evaluate its recordkeeping and reporting procedures, and enables the auditor to gain an understanding of the registrant's distance reporting system, equipment registration practice, and internal control structure. The registrant's internal controls may be deemed inadequate or unacceptable if the questionnaire is not returned or not properly filled out.



## **CHAPTER 9 AUDITS AND RECORDKEEPING**

### **9.035 Travel Expenses**

Pursuant to CVC Section 8057(b), the registrant may be required to reimburse the department for the auditor's per diem and actual travel expenses incurred under certain conditions as determined by the director.

In-house audits involve no travel expenses. Under the department's current administrative policy, the registrant will not be charged for the travel cost for a field audit conducted in California, except:

- A return trip is required to complete the fieldwork because the required records were unavailable or inadequate for audit purposes.
- The registrant requests the audit to take place at its place of business or another location in lieu of sending the records to Sacramento, when it is deemed reasonable and cost effective for the department to conduct an in-house audit due to the small size of the fleet or other reasons.

California-based registrants shall reimburse the department for the auditor's per diem and actual travel expenses for audits conducted outside California.

### **9.040 Notification of Audit Results to Registrants**

Upon completion of an audit, an audit report is issued to the registrant (and the designated agent). The audit report, when mailed to the last known mailing address of the registrant as it appears on the department's records, is considered sufficient notification of the audit results whether the report is received or not.

## CHAPTER 9 AUDITS AND RECORDKEEPING

### 9.045 Netting of Audit Fee Adjustments

In accordance with IRP Section 1704, "**Netting of Audit Adjustments**," all underpayments and overpayments of fees resulting from the audit are netted. California will collect the net underpayment from the registrant or refund the net overpayment.

**IRP Section 1704 also provides, "If the records are not made available, or if the records made available are inadequate for an examination, any credits calculated for jurisdictions which are caused by the inadequacy of records will not be reflected in the fees netted under IRP Article XVI."**

California does not calculate, bill or collect penalties, interest or any other charges for other jurisdictions. Therefore, the registrant may receive billings from other jurisdictions for such charges.

All affected member jurisdictions will be notified of the results of the audit and will have 45 days from the date of the report to appeal or notify California and the registrant of their intent to reexamine records. Therefore, the net fee adjustment may change pending acceptance of the audit findings by other jurisdictions.

### 9.050 Interest and Penalties on Underpaid California Fees

In accordance with CVC Section 8058(a), interest is assessed on the underpaid fees due, at the rate of **1 percent per month** of the underpaid portion of the California fees, commencing on the date the underpaid portion of the fees were originally due and accruing monthly until paid. This interest will continue to accrue despite any dispute or hearing regarding the underpaid fees. If the audit is under appeal or reevaluation, the registrant may pay the underpaid portion of the California fees as determined in the audit, to avoid accumulation of additional interest.

In accordance with CVC Section 8058(c), a penalty of \$50 or **10 percent** of the underpaid fees is assessed on any additional California fees due, whichever is greater, commencing on the date the underpaid fees were determined to be due.

## CHAPTER 9 AUDITS AND RECORDKEEPING

### 9.055 Registrant's Options Upon Receipt of Audit Report

If the audit results in a net underpayment of fees, within **30 days** from the issuance date of the audit report, the registrant may: (1) pay the net underpaid fees plus interest and penalties; (2) request a reevaluation of the audit results and provide documentation not previously made available; or (3) **request a hearing** to contest the audit results.

Requests to modify the audit findings must be made in writing within the 30-day statutory deadline, with supporting documentation. Records received after the 30-day period will not be accepted for reevaluation.

If the registrant requests a reevaluation of the audit results and provides additional records to the department on time, the department will notify the registrant of the result of its reevaluation upon completion, including any audit modifications and/or fee adjustments. The registrant will have **20 days** from the date of this notice to pay the audit assessment or request a hearing, pursuant to CVC Section 8202(b).

Audit appeals must be made in writing to the IRP Operations Unit (Audit Collections) within the time period specified in the audit report or notification of the reevaluation result, and must include the areas of disagreement and specific reasons for a hearing. If the audit resulted in net California fees, interest and penalties due, the registrant shall pay the uncontested portion of the audit assessment. In the appeal, California as the base jurisdiction shall act on behalf of all affected jurisdictions.

Non-receipt of or refusal to accept the audit report shall not extend the deadline allowed for payment of the assessment or request for a reevaluation or hearing.

## CHAPTER 9 AUDITS AND RECORDKEEPING

### 9.060 **Lien, Suspension of Operating Authority, and Seizure of Vehicles**

Pursuant to CVC Section 8201(a), unpaid fees constitute a **lien** on all vehicles operated as part of the fleet and on any other fleet vehicles operated by the registrant. The lien will follow the vehicles regardless of their removal or separation from the fleet. Liens arising as the result of an audit expire four years from the date the registration fees first become due unless perfected. Perfected liens shall expire five years from the date of the perfection.

The audit report also serves as a lien notice to the registrant if the audit results in net underpaid fees. The lien is perfected upon: (1) the mailing of a **Lien Perfection Notice**; and (2) the recording of the lien on the department's electronic vehicle registration records. Such lien may be perfected in the form of a **Vehicle License and Titling (VLT) stop** on the vehicle identification number.

Pursuant to CVC Section 8203(a), when a lien is perfected and the opportunity to submit additional documentation or request a hearing has passed, the department may suspend or cancel the operating privileges of the fleet. When the suspension takes effect, the department may seize a sufficient number of vehicles to satisfy the lien without further notice to the registrant. Upon full payment of the delinquent fees, interest and penalties, the recorded lien will be removed from the department's vehicle registration database.

If you have any questions regarding liens, payments, collections, suspension, and seizure of sale of vehicles, please contact:

Department of Motor Vehicles  
Motor Carrier Division  
IRP Operations Unit – Audit Collections  
P. O. Box 932320, M/S H160  
Sacramento, CA 94232-3200  
Phone No.: (916) 657-5798

### 9.065 **Recordkeeping**

The registrant must maintain adequate records to substantiate the reported distance traveled and purchase prices and dates of all apportioned power units, and provide such records for examination within **30 days** from the date of the department's request for such records.

Records provided for audit must be complete and readily support the reported vehicle and distance information on the applications. Registrants apportioning leased/rental vehicles or owner-operators' vehicles under their names are responsible for substantiating vehicle and distance information of such vehicles.

## CHAPTER 9 AUDITS AND RECORDKEEPING

### 9.070 Record Retention and Preservation

- Distance Records

In accordance with IRP Section 1500 and CVC Section 8057(a), any registrant whose application for apportioned registration has been accepted shall preserve the records on which it is based for a period of three years after the close of the registration year.

That means, for registration year 2006, the registrant must preserve distance records for the reporting periods from **July 1, 2001 through June 30, 2005**, on which the 2003, 2004, 2005 and 2006 apportioned registration applications are based.

- Cost Records

In accordance with CVC Section 8057(a), vehicle cost records must be preserved for **four years** after the close of the registration year in which the vehicle was deleted.

- Weight Records

Certified unladen weight certificates must be retained for power units operating at a gross or combined gross weight of 10,000 pounds or less for **four years** after the close of the registration year in which the vehicle was deleted from the fleet.

### 9.075 Failure to Maintain or Provide Adequate Records for Audit

If the records are not made available, or if the records made available are inadequate for examination purposes, an assessment of liability may be imposed in accordance with IRP Article XV. If an estimate of the registrant's true liability cannot be determined, the registrant may be assessed **100% California fees**, plus interest and penalties. **Any credits calculated for other affected jurisdictions will not be netted.**

## CHAPTER 9 AUDITS AND RECORDKEEPING

### 9.080 Purchase Price and Date

The **Vehicle License Fee (VLF)** portion of the California fees is based on the purchase price and purchase date of the vehicle.

In accordance with California Revenue and Taxation Code Section 10753, the reportable purchase price must reflect the cost price to the current owner. It includes the delivery charge, **federal excise tax**, and value of any accessories (e.g., refrigeration unit, lift gate, etc.) added to the vehicle, any cash that changed hands, and trade-in and other considerations, but excludes license fees, interest or finance charges, and any sales or local tax.

The reportable purchase price of a leased vehicle transferred from the lessor to the lessee at the termination of the lease is based on the original capitalized cost price and lease date shown on the lease document to the lessee.

### 9.085 Acceptable Vehicle Cost Documents

**All reported purchase prices and dates on which California fees are based must be substantiated by acceptable documentation.** Failure to substantiate any reported purchase prices and/or dates may result in higher VLF classifications, as determined by the department.

Acceptable documentation includes the certificate of cost and **purchase invoice**. The auditor may also request other documents such as equipment depreciation schedules to help determine the reportable purchase price.

The following items are considered insufficient as sole documentation for determination of the purchase price because of the absence of a detailed breakdown of the total cost price:

- Customer's copy of dealer's report of sale
- Security agreement
- Lease agreement
- Canceled check

## CHAPTER 9 AUDITS AND RECORDKEEPING

### 9.090 Individual Vehicle Distance Records (IVDRs)

An acceptable source document to verify jurisdiction and fleet distance (miles) is the **Individual Vehicle Distance Record (IVDR)**. It is a document completed by the driver for each trip made by an apportioned vehicle. (Refer to sample form in Chapter 16, IRP Forms and Documents.)

The common IVDRs are the **driver's trip sheets or reports**. These documents are for recording trip and distance information of individual apportioned vehicles, and help the auditor determine the accuracy and validity of total trip distance and allocation of jurisdiction distance.

California requires the recording of the following information on an IVDR:

1. Registrant's name
2. Fleet number (if the registrant has more than one fleet)
3. Power unit and trailer numbers
4. Dates of trip (beginning and ending)
5. Trip origin and destination
6. Intermediate trip stops
7. Route or highway numbers traveled
8. Beginning and ending **odometer/hubodometer readings** of the trip
9. Total trip distance traveled
10. Distance traveled by jurisdiction
11. Driver's name or ID

If the jurisdiction and fleet distance cannot be accurately determined due to the absence or inadequacy of information on the IVDRs, the registrant may be required to reconstruct the records or provide additional documentation to substantiate the reported distance.

The IVDRs provide the basis for the reported jurisdiction and fleet distance. The information recorded on the IVDRs must be accurate, complete, legible, and verifiable. Failure to maintain or provide the requested IVDRs for audit provides grounds for the assessment of 100% California fees, plus applicable interest and penalties.

## CHAPTER 9 AUDITS AND RECORDKEEPING

### 9.095 Accountable Vehicle Distance

Accountable distance includes the following distance generated by the power units apportioned in the fleet:

- Interjurisdictional and intrajurisdictional distance
- Loaded and empty distance
- Deadhead and/or bobtail distance
- Toll and non-toll distance
- Off-highway distance
- Trip permit distance

It also includes distance accrued by apportioned vehicles trip leased to other carriers or individuals.

**All distances accumulated in any jurisdictions by vehicles apportioned to the fleet during the preceding July 1 through June 30 period must be reported as “actual” on the apportioned registration application, if the fleet has distance history in the jurisdictions involved prior to June 1 in the preceding year.**

### 9.100 Maintenance of IVDRs

The IVDRs must be maintained so the continuous movement of each apportioned vehicle can be audited. Registrants must maintain records in sufficient detail to account for all vehicle movements.

If the audit reveals any unusual time lapses, additional records such as fuel receipts, dispatch logs and equipment maintenance files may be required for use to determine if all distances have been properly recorded.

Failure to substantiate idle or down time for any apportioned units may result in the estimation of distance based on the registrant's average daily distance per vehicle or a method determined appropriate by the auditor.

Effort will be made to allocate any unrecorded distance identified in the audit among the affected jurisdictions. In the absence of records showing travel outside California, the unrecorded distance may be allocated to California.



## CHAPTER 9 AUDITS AND RECORDKEEPING

### 9.105 Trip Distance and Odometer Readings

**California requires the recording of odometer or hubodometer readings on the IVDRs.** Proper and consistent use of these readings assures full reporting of distance generated by the individual apportioned power units. To ensure continuity of the odometer or hubodometer readings, the beginning reading of a trip must match the ending reading of the previous trip.

The registrant may use other methods to determine distance, including jurisdiction highway maps, distance software, Household Goods Carrier's Bureau Mileage Guide, and commercial road atlas. However, these other sources do not exempt the registrant from maintaining odometer or hubodometer readings for each apportioned vehicle.

Reported distance based on a map or distance software must reflect the routes actually taken and local distance driven. Odometer or hubodometer readings are the most reliable source to account for and record local distance. During an audit, total distance derived from the recorded odometer readings is compared with recorded total distance for individual vehicles. Any material variances between the two sources are analyzed and adjusted if necessary.

The registrant must ensure that the odometer or hubodometer is in good working condition. Any broken device must be repaired or replaced in a timely manner. Accountability of vehicle distance must continue despite the breakdown of the odometer or hubodometer. This can be accomplished through the use of map miles on the IVDRs.

### 9.110 On-Board Recording Device

On-board recording device may be used in lieu of or in addition to handwritten trip reports. Such device must meet the requirements outlined in this handbook and the IRP Audit Procedures Manual.

## CHAPTER 9 AUDITS AND RECORDKEEPING

### 9.115 Filing and Organization of IVDRs

Source documents used to support the monthly summaries shall be filed in **trip date sequence by power unit number** to provide a ready accountability of distance generated by individual apportioned power units. Documents batched by customer names, driver's names or manifest numbers require reorganization of the records and increase the audit time, and they may be returned to the registrant for reconstruction.

If batching the documents by equipment number is not feasible, the registrant should prepare and maintain a vehicle continuity report or a monthly listing of trips by equipment number, with adequate cross referencing, beginning and ending odometer or hubodometer readings, and other information necessary for purposes of verifying the reported distance by individual apportioned power units.

### 9.120 Monthly Summaries

From the information recorded on the IVDRs, the registrant must prepare and maintain a monthly summary to recap the total distance traveled by each apportioned power unit in each jurisdiction during the calendar month **by fleet, by jurisdiction, and by equipment number**. (Refer to sample form in Chapter 16, IRP Forms and Documents.)

**Summaries will not be accepted at face value in an audit, without a sufficient testing of the registrant's internal controls and an adequate examination of the IVDRs.**

To be acceptable for audit, monthly summaries must be fully supported by the IVDRs and reasonably reflect the months in which the trips were made. Monthly summaries must also provide ready support for the quarterly and yearly summaries.

Unsubstantiated or incomplete monthly summaries, from which the true liability cannot be determined, provide grounds for the assessment of 100% California fees.

### 9.125 Quarterly Summaries

From the monthly summaries, the registrant must prepare and maintain a quarterly summary that recaps, by equipment number, by jurisdiction and by fleet, total distance traveled in each jurisdiction during each calendar quarter. Preparation of quarterly summaries does not relieve the registrant of the responsibility to prepare and maintain monthly summaries in the manner as described in Chapter 9, Section 120.

## CHAPTER 9 AUDITS AND RECORDKEEPING

### 9.130 Yearly Summary

The registrant must prepare a yearly summary that recaps the total distance traveled in each jurisdiction during the preceding **July 1 through June 30** period **by fleet, by month/quarter, and by jurisdiction** (Refer to sample form in Chapter 16, IRP Forms and Documents).

The registrant shall use the yearly summary to report the jurisdiction and fleet distance on Schedule B. Therefore, the fleet distance in the yearly summary and Schedule B should be identical, except for those jurisdictions in which the fleet had no actual distance.

The department recommends the preparation of a yearly summary that recaps the total distance traveled in each jurisdiction during the preceding year by fleet, by equipment number, and by jurisdiction. This document provides helpful operational information for each apportioned vehicle. (Refer to sample form in Chapter 16, IRP Forms and Documents.)

### 9.135 Registrants With Multiple Fleets

Registrants operating more than one apportioned fleet must prepare and maintain **separate** IVDRs, monthly summaries, and yearly recaps for the respective fleets.

### 9.140 Trip Permits and Evidence of Registration

All distance operated by apportioned vehicles with the use of trip permits during the preceding year shall be reported on the next year's application for apportioned registration. Registrants must retain and provide copies of the trip permits to support the distance accrued by the apportioned vehicles in an audit.

In accordance with IRP Section 1406, trip permits shall not be used to evade or circumvent the agreement.

## CHAPTER 9 AUDITS AND RECORDKEEPING

### 9.145 Interjurisdictional Travel

Only commercial vehicles that travel interstate or “intended” to travel interstate are eligible for apportioned registration. “Intent” will be established by records of travel and verifiable contracts.

A vehicle is deemed to be eligible for apportioned registration if it was operated in two or more jurisdictions in the July 1 through June 30 period preceding the registration year.

### 9.150 Estimated Distance

**Estimated distance is allowed for jurisdictions in which the fleet had no vehicle movement in the preceding year or actual distance begin after June 1 of the preceding year. All estimates must be clearly identified as such on the original or renewal applications.**

When a fleet had any vehicle movement for any jurisdictions during the preceding year, the reported distance must be based on actual vehicle operations for the jurisdictions involved and identified as actual on the application. This applies to situations involving changes in fleet vehicles, base jurisdictions, IRP account numbers, business names, business ownership, and/or business locations.

The department has discretion in determining the manner in which distance should be reported, and may audit apportioned registration applications for improper use of estimated distance.

If the department granted the use of estimated distance and it is later discovered that actual distance should have been reported for the estimated jurisdiction(s), the auditor may convert the estimated distance to actual distance to ensure proper fee payment, in accordance with IRP Audit Procedures Manual Section 704.1.

## CHAPTER 9 AUDITS AND RECORDKEEPING

### 9.155 Unregistered or Improperly Registered Vehicles

CVC Section 4000 requires proper registration and payment of such fees for vehicles operating or standing upon California streets and highways, except for those vehicles that are specifically exempt by law.

California's apportioned registration expires at midnight on December 31, and California has **no grace period** in vehicle registration. Proper California vehicle registration is required for any vehicles operating in California, except those vehicles that are exempt by law.

California fees, interest, and penalties will be assessed on vehicles that are found to have operated in California without proper vehicle registration in the audit.

### 9.160 Resident Registering Vehicle in Foreign Jurisdiction

CVC Section 8804 provides that a person is guilty of misdemeanor if operating any foreign plated vehicle in our state without the payment of appropriate California fees while being a resident of our state.

## **CHAPTER 9 AUDITS AND RECORDKEEPING**

### **9.165 Additional Information**

It is the department's intent to carry out the IRP audit program fairly and uniformly, with minimum disruption to the registrant's business and at the lowest cost consistent with good audit practices.

If you have questions or comments about the department's IRP audit program, please contact:

Department of Motor Vehicles  
Audits Office  
IRP Audit Section, MS H157  
P. O. Box 932314  
Sacramento, CA 94232-3140  
Phone No.: (916) 657-7576

## **CHAPTER 10 COMMON ERRORS FOUND IN AUDITS**

### **10.000 Failure to Preserve and Provide Adequate Records for Audits**

Per IRP Agreement, Section 1500 and CVC Section 8057(a), the registrant is responsible for preparing, preserving, and providing the required operational records to support four apportioned registration applications (i.e., the current-year application and three preceding applications). In 2006, the registrant is required to preserve distance records from July 1, 2001 through June 30, 2005, to substantiate the fleet and jurisdictional distance reported on the 2003, 2004, 2005 and 2006 applications.

Proper maintenance of records alleviates the assessment of 100% California fees or fees based on the auditor's estimation of the registrant's true liability, and enables the registrant to receive credits or refunds for any overpaid jurisdictional fees in an audit.

### **10.005 Vehicles Operated in California Without Proper Registration**

CVC 4000 requires all vehicles operating on California streets and highways to possess proper California registration, except for those that are explicitly exempt by law.

California's apportioned registration expires at midnight on December 31, and California has no grace period in vehicle registration. Any vehicles operating in California, including those vehicles that were previously based in other jurisdictions and vehicles that are being added to the fleet or deleted from the fleet, are required to possess proper California vehicle registration upon expiration of the prior registration.

Vehicles that are found to have violated CVC 4000, including operations without proper registration during the delayed enforcement period for apportioned vehicles, are subject to California fees, interest, and penalties.

## **CHAPTER 10 COMMON ERRORS FOUND IN AUDITS**

### **10.010 Improper Use of Estimated Distance**

Actual distance generated by vehicles apportioned in the fleet must be reported when the fleet has actual distance in the jurisdictions involved prior to June 1 in the preceding year, despite changes in fleet vehicles, IRP account numbers, base jurisdictions, business names, business ownership, or business addresses.

Whenever actual fleet or vehicle distance exists, estimated distance is not allowed on an original or renewal application, except for those jurisdictions in which the fleet had no actual vehicle movement in the preceding year.

All allowable estimates must reasonably and realistically reflect the most probable anticipated operations of the fleet and vehicles registered. The registrant must provide written justification for the estimated distance or utilize the "Estimated Mileage Chart", in accordance with IRP Agreement, Section 800.

### **10.015 Failure to Properly Identify Estimated Distance on Application**

The registrant must properly identify all estimated distance on the California IRP Carrier Data form (renewal) or Schedule A/B, by marking an "X" in the box in the "Est" column for any jurisdiction distance which is estimated, and explain how the estimate is determined.

### **10.020 Use of Incorrect Preceding Year**

For IRP distance reporting purposes, reportable distance is based on the distance generated by the power units apportioned during the July 1 through June 30 period preceding the registration year for which apportioned registration is sought. For registration year 2006, the preceding year is July 1, 2004 through June 30, 2005.

### **10.025 Summaries Disagreeing with Reported Distance**

The inconsistency could be caused by addition errors, posting of distance to the wrong jurisdictions, or reporting of estimated distance as "actual."

### **10.030 Missing or Incomplete Summaries**

The registrant must prepare and maintain monthly, quarterly, and yearly summaries to recap all distance accumulated by apportioned vehicles and support the jurisdiction and total fleet distance reported on the apportioned registration application.



## **CHAPTER 10 COMMON ERRORS FOUND IN AUDITS**

### **10.035 Missing IVDRs and Insufficient Documentation of Vehicle Movement**

The registrant must prepare an IVDR for each trip made by an apportioned power unit, support distance information recorded in monthly summaries by the IVDRs, and maintain adequate documentation to explain any extensive lapses of time or distance. No summaries shall be accepted at face value in an audit. The registrant must provide the IVDRs to substantiate the distance summaries.

### **10.040 IVDRs not Batched in Date Sequence by Equipment Number**

The IVDRs, which serve as source documents for distance summaries and the actual distance reported, must be organized in a manner as specified in this handbook to facilitate the review of the recorded distance for individual power units.

### **10.045 Insufficient Information on IVDRs**

The IVDRs must contain all the necessary vehicle, trip and distance information, including distance traveled by jurisdiction and in-city delivery and local area distance. Sufficient information insures accuracy in computing the total trip distance and allocating jurisdiction distances for reporting and audit purposes.

### **10.050 Missing Odometer or Hubodometer Readings on IVDRs**

California requires the recording of odometer or hubodometer readings on the IVDRs to ensure full reporting and continuity of vehicle movements by apportioned vehicles.

### **10.055 Gaps in Odometer Readings**

Just as the origin of a trip must agree with the destination point of the previous trip, the beginning odometer reading must match the ending reading of the previous trip.

### **10.060 Difference between Total Distance and Odometer Readings**

The recorded distance should agree with the total distance derived from the odometer readings.

### **10.065 Unreported Local or Intrastate Distance**

Accountable distance includes all local, intrastate and deadhead distance accrued by apportioned vehicles.

## **CHAPTER 10 COMMON ERRORS FOUND IN AUDITS**

### **10.070            Improper Inclusion of Distance Accrued by Vehicles not Apportioned in the Fleet**

Reportable distance is that accrued by the power units apportioned in the fleet in the preceding year. Distance accumulation begins from the date the vehicle is added to the fleet and ceases upon its deletion from the fleet.

### **10.075            Absence of Interjurisdictional Movement**

Each apportioned vehicle must travel in two or more member jurisdictions. Vehicles operating solely in California or in any one jurisdiction are not eligible for apportioned registration and are subject to 100% fee assessment, unless intent to travel interstate can be established.

### **10.080            Improper Removal of Distance from Total Fleet Distance**

In general, distance remains with the fleet in which it was generated. When transferring a vehicle to another fleet, delete the vehicle promptly on a supplement and retain the distance accrued by the vehicle prior to the transfer. Also, report vehicles mileage to new fleet.

### **10.085            Unsupported Purchase Prices and Dates**

The reported purchase prices and dates must be based on the proper cost documents such as purchase invoices, which must be made available for audit upon request by the department.

### **10.090            Exclusion of Federal Excise Tax and Other Reportable Costs from Purchase Prices**

Unlike sales and local taxes, the Federal Excise Tax is includable as part of the purchase price for registration purposes. Other reportable items are the delivery charge, the value of any trade-in, additions or modifications.

## **CHAPTER 11 OTHER MOTOR CARRIER/VEHICLE REGISTRATION PROGRAMS**

### **11.000 PERMANENT TRAILER IDENTIFICATION (PTI) PROGRAM (CVC 5014.1, 5017, 4850 (C), 4452, 9254)**

California requires registration of all trailers, except trailer coaches and park trailers, under the Permanent Trailer Identification (PTI) Program. The fee for original PTI is \$20. The PTI is renewed every five (5) years at a fee of \$10.00. Approximately 60 days prior to the PTI expiration date, you will receive a PTI renewal notice requesting the \$10 fee. Return the fee in the envelope provided. You will then receive a notice of acknowledgment for the \$10 payment. A new PTI identification card is not issued upon renewal unless there has been a change of registered owner name or address.

Trailers and semi-trailers registered under the PTI program may be issued special interest or environmental license plates at the option of the owner in lieu of a standard PTI plate. If the owner chooses to carry an alternative specialized plate, the additional fees required by the Vehicle Code for original application and renewal of the specialized plate are due in addition to the original (\$20) and renewal (\$10) PTI fee. Specialized plate fees vary according to the type of plate desired. Check with your local DMV field office or visit the DMV website at **[www.dmv.ca.gov](http://www.dmv.ca.gov)** for the types of plates available and the additional fees associated with each.

Once issued, a standard PTI license plate shall remain with the vehicle permanently. If the plate assigned is lost, stolen, or mutilated. The fee to replace a standard PTI plate is \$8. The fee to replace a PTI identification card is \$7. The fee to replace a specialized license plate that is issued to a PTI trailer varies according to the type of specialized plate.

A California "Certificate of Title" (ownership certificate) may be issued to a PTI trailer but this is not required and is at the option of the registrant. Regardless of whether or not a PTI registered trailer is issued a California ownership certificate, the owner/registrator must notify the Department of the sale or transfer of a PTI trailer within ten (10) calendar days and make application for reissuance of the PTI identification card in the new owner's name. The PTI identification card issuance for sale or transfer is \$7. If transfer of a California ownership certificate is also requested an additional ownership certificate transfer fee of \$10 is required.

## **CHAPTER 11 OTHER MOTOR CARRIER/VEHICLE REGISTRATION PROGRAMS**

### **11.005 STATE BOARD OF EQUALIZATION–IFTA (CVC 8056)**

California is a member of the International Fuel Tax Agreement (IFTA). The State Board of Equalization registers and issues IFTA licenses. For purposes of the IFTA, interstate carriers operating qualified motor vehicles in two or more IFTA jurisdictions (does not include Mexico) must have either an IFTA license or a fuel trip permit issued by each jurisdiction where the carrier travels. Qualified motor vehicles" include vehicles with a gross vehicle weight exceeding 26,000 pounds, vehicles in combination with a combined gross vehicle weight exceeding 26,000 pounds, and three axle vehicles regardless of gross vehicle weight, excluding recreational vehicles. A California carrier must have an IFTA license or a California Fuel Trip Permit to reenter California. When the license is issued by the State Board of Equalization, the IFTA account number must be reported by IRP registrants to the DMV IRP Operations Unit.

For information and application forms to establish an IFTA license, you may write, call, or fax the Fuel Taxes Division at:

State Board of Equalization  
Fuel Taxes Division, MIC:65  
Motor Carrier Section  
P.O. Box 942879  
Sacramento, CA 94279-0065  
Telephone: (916) 322-9669 or (800) 400-7115  
Fax: (916) 323-4404  
Website: **[www.boe.ca.gov](http://www.boe.ca.gov)**

## **CHAPTER 11 OTHER MOTOR CARRIER/VEHICLE REGISTRATION PROGRAMS**

### **11.010 CALIFORNIA MOTOR CARRIER PERMIT (MCP)**

#### **(CVC 34600-34672 AND R. & T. C. 7231-7236)**

Any motor carrier operating commercial vehicles on an intrastate basis within California may be required to file for and obtain a Motor Carrier Permit.

#### ***WHO NEEDS A MOTOR CARRIER PERMIT ISSUED BY DMV?***

Any person who operates any commercial motor vehicle on the public highway is required to obtain a Motor Carrier Permit (MCP).

#### ***WHAT IS A COMMERCIAL MOTOR VEHICLE?***

As it pertains to MCP, a commercial motor vehicle is defined as:

- any self-propelled vehicle listed in subdivisions (a), (b), (f), (g), and (k) of Section 34500 of the California Vehicle Code (CVC).
- any motor truck of two or more axles that is more than 10,000 pounds gross vehicles weight rating (GVWR).
- any other motor vehicle used to transport property for compensation (for-hire).

#### ***COMMERCIAL MOTOR VEHICLES - EXEMPTIONS AND EXCEPTIONS***

"Commercial motor vehicle" does not include:

- Vehicles operated by household goods carriers as defined in Section 5109 of the Public Utilities Code (PUC).
- Vehicles operated by a household goods carrier to transport used office, store, and institutional furniture and fixtures when operated under a permit issued by the PUC.
- Pickup trucks with a GVWR of less than 11,500 lbs., and unladen weight of less than 8,001 lbs., And are equipped with open box type bed not exceeding 9 ft. in length, when operated in a non commercial use.
- Two-axle daily rental trucks with gross vehicle weight rating less than 26,001 pounds when operated in a non-commercial use.
- Utility trailers, camp trailers, or trailer coaches.

## **CHAPTER 11 OTHER MOTOR CARRIER/VEHICLE REGISTRATION PROGRAMS**

### **11.010 CALIFORNIA MOTOR CARRIER PERMIT (MCP) (Cont'd) (CVC 34600-34672 AND R. & T. C. 7231-7236) (Continued)**

Vehicles providing transportation of passengers only, a passenger stage corporation transporting baggage and express upon a passenger vehicle incidental to the transportation of passengers.

You may contact the DMV Motor Carrier Permit Branch for specific Motor Carrier Permit Program information, requirements, and forms at :

Department of Motor Vehicles  
Motor Carrier Permit Branch  
PO Box 932370 MS G875  
Sacramento, CA 94232-3700  
Telephone: (916) 657-8153  
FAX: (916) 657-6803  
Website: [www.dmv.ca.gov](http://www.dmv.ca.gov)

### **11.015 SINGLE STATE REGISTRATION SYSTEM (SSRS) (49 CFR CH. X, & CVC 16560)**

Motor carriers of property who are authorized by the Federal Highway Administration (FHWA) to engage in interstate commerce must file for SSRS registration. The DMV administers the SSRS registration program only for motor carriers of property.

For more specific information about DMV SSRS requirements for motor carriers of property contact:

Department of Motor Vehicles  
Single State Registration System Unit  
P. O. Box 932370 MS G875  
Sacramento, CA 94232-3700  
Telephone: (916) 657-6636  
Fax: (916) 657-3852

The California Public Utilities Commission (CPUC) administers regulations affecting motor carriers transporting passengers and household goods. See Section 11.020 for CPUC contact information.

## **CHAPTER 11 OTHER MOTOR CARRIER/VEHICLE REGISTRATION PROGRAMS**

### **11.020 CALIFORNIA PUBLIC UTILITIES COMMISSION (CPUC)**

The CPUC is responsible for administering regulations affecting motor carriers transporting passengers and household goods. For specific requirements in obtaining certificates or permits, passenger and household goods carriers may contact the CPUC, at

Public Utilities Commission  
California State Building  
505 Van Ness Avenue  
San Francisco, CA 94102  
Telephone: (800) 877- 8867 or (415) 703-299  
Website: [www.cpuc.ca.gov](http://www.cpuc.ca.gov)

### **11.025 OVERSIZE/OVERWEIGHT PERMITS (OS/OW)**

Commercial vehicles that exceed the size or weight limitations of the California Vehicle Code must have an OS/OW permit. The California Department of Transportation (DOT) issues OS/OW permits. For information on size and weight limits and information about OS/OW permits use the following contact information:

For travel entering the state or beginning north of the San Luis Obispo/Kern County lines contact:

#### **North Region Transportation Permits Office**

Office Hours: 8:00 am – 5:00pm PST  
P. O. Box 942874, MS #41  
Sacramento, CA 94274-0001  
Information: (916) 322-1297  
Fax: (916)322-4966

For travel entering the state or beginning south of the San Luis Obispo/Kern County lines (includes Inyo/Mono Counties) contact:

#### **South Region Transportation Permits Office:**

Office Hours: 8:00 am – 5:00pm PST  
665 West 2nd Street, MS #618  
San Bernardino, CA 92404-1400  
Information: (909) 388-7062  
Permit Status: (909) 388-7062  
Fax (909) 388-7001  
Internet address: [www.dot.ca.gov](http://www.dot.ca.gov)

## CHAPTER 12 ALTERNATIVE FORMS OF CALIFORNIA NON-RESIDENT VEHICLE REGISTRATION

### 12.000

### GENERAL INFORMATION

California Vehicle Code Section 260 (a) defines a commercial vehicle as follows: "A 'commercial vehicle' is a motor vehicle of a type required to be registered under this code used or maintained for the transportation of persons for hire, compensation, or profit or designed, used, or maintained primarily for the transportation of property."

All non-resident motorized commercial vehicles 26,001 lbs. or more gross vehicle weight (GVW) that meet this definition must either be qualified for California operation through a foreign IRP jurisdiction registration or have an alternative form of California non-resident registration ***prior to operation in this state***. This includes all charter buses.

Failure to obtain valid California registration prior to operation in this state will subject the vehicle(s) to the assessment of full twelve-month California registration fees and penalties.

Temporary non-resident commercial vehicle permits are available as an alternative to IRP registration. The types of permits available and the requirements for Alaska based commercial motor vehicles are discussed in this chapter.



## CHAPTER 12 ALTERNATIVE FORMS OF CALIFORNIA NON-RESIDENT VEHICLE REGISTRATION

### 12.005 FOUR DAY NON-RESIDENT TEMPORARY PERMITS (CVC 4004)

A Four Day Nonresident Commercial Vehicle Trip Permit may be obtained for temporary operation of any commercial motorized vehicle that is properly licensed only for intrastate registration in any IRP jurisdiction or registered IRP in a foreign IRP jurisdiction but not qualified for California operation.

This permit is a two-part form, which is sold blank and may be purchased in bulk. The original copy is the permit and, after proper completion of the required information, must be carried in a receptacle outside the vehicle. The duplicate is the customer copy and must be retained by the purchaser for a period of four years.

For a fee of \$45, the permits are valid for four consecutive days; the day of first use plus three consecutive days thereafter. Additional permits may be used for continuous operation longer than four days. When the permit has been properly completed **prior to entry** into California, it is valid for either interstate or intrastate movement.

To purchase the permits in bulk, send a written request and a check or money order for the total amount due for the number of permits desired to:

Department of Motor Vehicles  
International Registration Plan (IRP) Unit  
PO BX 932320, MS H160  
Sacramento, CA 94232-3200

The permits may also be purchased at any DMV field office.

The permits may also be purchased from Transceiver at (800) 749-6058. Transceiver will charge an additional fee for transmission and handling.

**IMPORTANT: These permits are not valid for any vehicle that is based in California or is leased to or being operated by a person or entity having an established place of business within this state as defined in CVC 516.**

## CHAPTER 12 ALTERNATIVE FORMS OF CALIFORNIA NON-RESIDENT VEHICLE REGISTRATION

### 12.010 NINETY (90) DAY NON-RESIDENT COMMERCIAL PERMIT (CVC 4004)

A Ninety (90) Day Non-Resident Commercial Permit may be obtained for temporary operation of any commercial motorized vehicle that is properly licensed only for intrastate registration in any IRP jurisdiction or registered IRP in a foreign IRP jurisdiction but not qualified for California operation. These ninety-day permits may only be obtained at an office of the California Department of Motor Vehicles. A vehicle may enter California on a Four Day Permit and then be registered under the ninety-day permit. A copy of the current valid nonresident registration certificate must be presented with the permit application. If the vehicle is powered by a fuel other than gasoline, a use fuel tax permit number must be reported if one has been issued. Fees for the ninety-day permit are assessed at the rate of one quarter of the full twelve month California fees.

***IMPORTANT: These permits are not valid for any vehicle that is based in California or is leased to or being operated by a person or entity having an established place of business within this state as defined in CVC 516.***

### 12.015 USE FUEL TAX TRIP PERMIT (CVC 4007)

Use Fuel Tax Trip Permits for vehicles powered by a fuel other than gasoline are available at a cost of \$30. The permit may be used in lieu of an International Fuel Tax Account (IFTA) and is valid for four days; the day of first use, and three consecutive days thereafter. The permit is sold blank and may be purchased in bulk.

To purchase the permits in bulk, send a written request and a check or money order for the total amount due for the number of permits desired to:

Department of Motor Vehicles  
International Registration Plan (IRP) Unit  
PO BX 932320, MS H160  
Sacramento, CA 94232-3200

The permits may also be purchased from Transceiver at (800) 749-6058. Transceiver will charge an additional fee for transmission and handling.

## **CHAPTER 12 ALTERNATIVE FORMS OF CALIFORNIA NON-RESIDENT VEHICLE REGISTRATION**

### **12.020 ALASKA BASED VEHICLES**

As provided in IRP Article I, Section 110, California will allow Alaska based carriers who report their highest foreign jurisdictional mileage in California to register their fleet as California based IRP.

Alaska based carriers that wish to participate in the IRP with California as their IRP base jurisdiction should follow the instructions in this handbook for filing of their IRP application in California.

Alaska based carriers who have their highest percentage of IRP mileage in another IRP jurisdiction, and file for IRP registration under the provision of the IRP Article I, Section 110 in a foreign IRP jurisdiction may qualify their fleet vehicles for California operation through their foreign-based IRP registration. Alaska based carriers who file for IRP registration through a foreign jurisdiction but do not qualify their fleet for California operation may, as an alternative, obtain California Four-Day Commercial Non-Resident Trip Permits or 90 Day Non-Resident Commercial Registration as described in this chapter.

Alaska based carriers who do not register their fleet in any IRP member jurisdiction must register their vehicles operating in California under California "Interstate Registration" which is a form of full registration for which 100% California registration fees are assessed. This form of California non-resident registration can only be obtained through a California DMV Field Office and must be obtained within 20 days of the date a vehicle is first operated in California or penalties as described in Section 7.045 of this book are also assessed.

# **CHAPTER 13**

## **IRP Forms and Documents**

## CALIFORNIA IRP CARRIER DATA—SCHEDULE A/B

### INSTRUCTIONS FOR COMPLETING SCHEDULE A (FRONT OF FORM)

**Type of Application:** Mark (X) the box indicating the type of application. Schedule A form is required to be submitted for the following types of applications: Carrier information (demographics) corrections, renewal applications when no preprinted renewal application is received from DMV, or new/original IRP applications. Schedule B, mileage report, is required for all new/original, renewal, or add jurisdiction applications.

**IRP Account Number:** When applying for a new (original) IRP account, enter "New". When applying for any other type of activity, enter the previously assigned account number.

**Supplement Number:** If Schedule A/B is being submitted in conjunction with vehicle addition, vehicle deletion, concurrent vehicle addition/deletion, or add jurisdiction applications the supplement number/identification must be entered in this space.

**Fleet Number:** Optional, for customer reference only.

**IRP License Year:** All California IRP accounts expire December 31. If applying for the current year only, mark the box indicating "Current Year Only". **IMPORTANT:** If you apply for new/original IRP application or vehicle addition September 15 or later in the current year and intend to register the added vehicle on your fleet for the subsequent year, you must mark the box labeled "Current and Subsequent Year" and deposit IRP fees for both years. Applications submitted October 1 or later will be issued temporary registration that expires December 31 unless subsequent year IRP fees are also deposited with the application.

**Enter Effective Date of IRP Registration:** Enter the date that interstate operations of the fleet began. This date should match the effective date entered on Schedule C. Penalties may be due for original applications or vehicle additions when fees are paid 31 days after the effective date or for renewals submitted with fees after December 31. Refer to the California IRP Handbook for penalty information.

**Registrant Name/Legal Name:** Enter the legal name of the business or owner/operator.

**Registrant Name (continued) and/or DBA:** Enter continuation of the business name or "doing business as" name.

**Business Address:** Enter the physical business address where the registrant has an established place of business, maintains operational records of the fleet, and accrues mileage. This must be a physical address located in California and may not be the address of a licensed registration service agent.

**Mailing Address:** Enter the physical or post office box address where the registrant wants correspondence and credentials to be mailed. This may be the address of a licensed registration service agent.

**Address Where the Records of the Fleet are Maintained:** Enter the address where the registrant's operational records are physically located, if different from the business or mailing address.

**Registrant Authorized Employee Name:** Enter the name of the employee of the business or the owner/operator contact name. The name entered here cannot be that of an employee of a licensed registration service agent.

**Daytime Telephone Number:** Enter the daytime telephone number of the owner/operator or employee contact person.

**FAX Number:** (Optional) Enter the FAX number of the owner/operator or employee contact person.

**Email Address:** (Optional) Enter the Email address of the owner/operator or employee contact person.

**Registration Agent Business Name:** If the registrant will be represented for IRP registration purposes by a DMV licensed registration service agent the agent's business name must be entered in this space.

**Registration Agent Contact Person(s):** Enter the name of the registration service agent contact employee.

**Registration Agent Telephone Number:** Enter the telephone number of the registration service agent.

**DMV Occupational License Number:** If the registrant will be represented for IRP registration purposes by a DMV licensed registration service agent the agent's DMV Occupational License Number must be entered in this space.

**IFTA Number:** If the IRP registrant also files fuel taxes under the International Fuel Tax Agreement, the IFTA account number must be reported.

**California Motor Carrier Permit Number:** (Optional) Enter the California Motor Carrier Permit Number issued by DMV if you also operate in intrastate commerce.

**FHWA (ICC) Number:** Motor carriers operating "for hire" must be issued a registration certificate from the Federal Motor Carrier Safety Administration (formerly FHWA/ICC). Enter your federal motor carrier number when applicable.

**US DOT Number:** Enter the carrier's federal Department of Transportation number.

**California Commercial Drivers License Number:** Owner/operator registrants must report their California Commercial Drivers License Number.

**State of Incorporation:** If applicable, enter the state where your corporation was registered with the Secretary of State.

**Date of Incorporation:** If applicable, enter the date of your company's incorporation.

**Type of Operations:** Mark (X) all boxes that pertain to your business. If you are engaged in seasonal operations circle the month(s) of intended operation. If none of the listed operational types apply to your operation mark (X) "Other" and specify your type of operation.

**Primary Types of Loads:** Mark (X) the boxes that most closely describe the commodities you haul. If none of the listed commodities apply, mark (X) "Other" and specify the other commodity.

**Complete for Original IRP Applications Only:** All applicants for new/original IRP fleets must answer the three questions shown in this portion of the form. 1. Mark (X) this box YES if your fleet and/or vehicles have history of prior IRP registration in another jurisdiction within the past 24 months. 2. Mark (X) this box YES if your fleet and/or vehicles have any history of prior California IRP registration. If YES, provide the previous California IRP account number. 3. Mark (X) this box YES if the vehicles being registered on the application have operated in interstate commerce under alternative permit registration within the past 24 months.

#### **INSTRUCTIONS FOR COMPLETING SCHEDULE B MILEAGE REPORT (BACK OF FORM)**

**IMPORTANT:** REVIEW THE REQUIREMENTS FOR REPORTING ACTUAL AND ESTIMATED MILEAGE IN CHAPTER 3, "FLEET DISTANCE AND OPERATIONAL WEIGHT REQUIREMENTS" OF THE CALIFORNIA IRP CUSTOMER HANDBOOK BEFORE COMPLETING THIS MILEAGE SCHEDULE!

**Type of Application:** Mark (X) the box to indicate the type of application being submitted.

**IRP Account Number:** When applying for a new (original) IRP account, enter "New". When applying for any other type of activity, enter the previously assigned account number.

**Fleet Number:** Optional, for customer reference only.

**Registrant Name:** Enter the full registrant name as reported on the front or as previously reported.

**Jurisdiction Mark (X) Boxes:** You must check the box in front of each jurisdiction where you want to qualify your fleet for IRP operation/registration. If a jurisdiction check box is checked, then actual or estimated miles must be entered in the related mileage box by the customer or registration service agent.

**EST Column:** This box must be checked if the mileage entered in the mileage box has been estimated.

**Mileage Spaces:** Estimated or actual miles must be entered by the customer or registration service agent for all jurisdictions where the fleet will be qualified for IRP operation/registration.

**Percent Spaces:** Do not enter data in this column. DMV will calculate the apportioned mileage percentage for each qualified IRP jurisdiction.



**IRP ACCOUNT NUMBER**

- ENTER EFFECTIVE DATE OF IRP REGISTRATION

☐ Current Year Only ☐ Current and Subsequent Year

---

---

---

STATE ZIP CODE

STATE ZIP CODE

STATE ZIP CODE

E-MAIL ADDRESS

REGISTRATION AGENT TELEPHONE NUMBER

REGISTRATION AGENT CONTACT PERSON(S)

**TO BE COMPLETED FOR ORIGINAL APPLICANTS ONLY:**

**Declaration:** The undersigned declares, under penalty of perjury under the laws of the State of California that the information entered on both sides of this form is true and correct.

**Important Agent Authorization:** The signature of an agent who is not a bona fide employee of the business must be authorized in writing. An owner, partner, or corporate officer must complete the authorization prior to the agent affixing his signature on the application. **The undersigned hereby appoints the registration agent named above to sign my IRP applications for the license year.**

TITLE	DATE
-------	------

DATE	SIGNATURE
------	-----------

TITILE

SIGNATURE



# CALIFORNIA IRP CARRIER DATA—SCHEDULE A/B

A Public Service Agency

TYPE OF APPLICATION:				Amended by Request of DMV			
<input type="checkbox"/> New/Original <input type="checkbox"/> Renewal <input type="checkbox"/> State Addition Application		<input type="checkbox"/> Renewal <input type="checkbox"/> State Addition Application		<input type="checkbox"/> Renewal <input type="checkbox"/> State Addition Application		<input type="checkbox"/> Renewal <input type="checkbox"/> State Addition Application	
IRP ACCOUNT NUMBER		IRP LICENSE YEAR		IRP LICENSE YEAR		IRP LICENSE YEAR	
FLEET NUMBER		Month		Year		Year	
REGISTRANT NAME		Year		Year		Year	
<b>INSTRUCTIONS:</b> <ul style="list-style-type: none"> <li>Enter mileage for the period July 1 through June 30 immediately prior to the year of registration.</li> <li>Enter an <b>X</b> in the box in front of each jurisdiction for which you are applying for IRP operating authority.</li> <li>Enter an <b>X</b> in the "Est" column for any jurisdiction mileage which has been estimated and give a full explanation of how the miles were estimated including points of origin/destination, routes, and frequency of travel in the spaces below, or a signed document bearing the letterhead of the designated representative, or attach a signed printout showing the results of a computer estimating software program.</li> </ul>							
JURISDICTION	EST	MILEAGE	PERCENT	JURISDICTION	EST	MILEAGE	PERCENT
AL Alabama (l)	<input type="checkbox"/>			MB Manitoba (l)	<input type="checkbox"/>		
AK Alaska	<input type="checkbox"/>			MD Maryland (l)	<input type="checkbox"/>		
AB Alberta (l)	<input type="checkbox"/>			MA Massachusetts (l)	<input type="checkbox"/>		
AZ Arizona (l)	<input type="checkbox"/>			MX Mexico	<input type="checkbox"/>		
AR Arkansas (l)	<input type="checkbox"/>			MI Michigan (l)	<input type="checkbox"/>		
BC Brit. Columbia (l)	<input type="checkbox"/>			MN Minnesota (l)	<input type="checkbox"/>		
CA California (l)	<input type="checkbox"/>			MS Mississippi (l)	<input type="checkbox"/>		
CO Colorado (l)	<input type="checkbox"/>			MO Missouri (l)	<input type="checkbox"/>		
CT Connecticut (l)	<input type="checkbox"/>			MT Montana (l)	<input type="checkbox"/>		
DE Delaware (l)	<input type="checkbox"/>			NE Nebraska (l)	<input type="checkbox"/>		
DC Dist Columbia (l)	<input type="checkbox"/>			NV Nevada (l)	<input type="checkbox"/>		
FL Florida (l)	<input type="checkbox"/>			NL Newfoundland (l)	<input type="checkbox"/>		
GA Georgia (l)	<input type="checkbox"/>			NB New Brunswick (l)	<input type="checkbox"/>		
ID Idaho (l)	<input type="checkbox"/>			NH New Hampshire (l)	<input type="checkbox"/>		
IL Illinois (l)	<input type="checkbox"/>			NJ New Jersey (l)	<input type="checkbox"/>		
IN Indiana (l)	<input type="checkbox"/>			NM New Mexico (l)	<input type="checkbox"/>		
IA Iowa (l)	<input type="checkbox"/>			NY New York (l)	<input type="checkbox"/>		
KS Kansas (l)	<input type="checkbox"/>			NC North Carolina (l)	<input type="checkbox"/>		
KY Kentucky (l)	<input type="checkbox"/>			ND North Dakota (l)	<input type="checkbox"/>		
LA Louisiana (l)	<input type="checkbox"/>			NT NW Territories	<input type="checkbox"/>		
ME Maine (l)	<input type="checkbox"/>			NS Nova Scotia (l)	<input type="checkbox"/>		
				TOTAL ACTUAL MILES			
				TOTAL ESTIMATE MILES			
				GRAND TOTAL MILES			

EXPLAIN HOW MILEAGE WAS ESTIMATED:



**CALIFORNIA IRP VEHICLE DATA—SCHEDULE C**  
**INSTRUCTIONS FOR COMPLETION**

**TOP OF FORM:**

1. **Type of Application:** Mark (X) all the box(es) in the upper left of the form that are relevant to the application. If the application is for vehicle deletions, vehicle additions, or concurrent vehicle additions/deletions you must assign a numeric supplement number and indicate the number in the space marked "Indicate sequential supplement #".
2. **DMV Occupational License Number:** If the application has been prepared by an authorized Registration Service Agent, then the DMV assigned Occupational License Number of the agent must be reported in this space.
3. **Fleet Number:** Optional, for customer reference only.
4. **Effective Date of IRP Operation:** Enter the date that interstate operation of the vehicle(s) began or the date that new jurisdictions of travel are needed or weight changes occur. Penalties may be due for original applications or vehicle additions when fees are paid 31 days after the effective date or for renewals submitted with fees after December 31. Refer to the California IRP Handbook for penalty information.
5. **Application Year(s):** All California IRP accounts expire December 31. If applying for the current year only, mark the box indicating "Current Year Only". Important: If you apply for new/original IRP application or vehicle additions September 15 or later in the current year and intend to register the added vehicle on your fleet for the subsequent year, you must mark (X) the box labeled "Current and Subsequent Year" and deposit IRP fees for both years. Applications submitted October 1 or later will be issued temporary registration that expires December 31 unless subsequent year IRP fees are also deposited with the application. When applying for new/original IRP registration for both the current and subsequent years, two separate Schedule B mileage reports must be submitted with the application and each must be clearly marked to indicate the license year of the mileage report.
6. **IRP Account Number:** When applying for a new (original) IRP account, enter "New". When applying for any other type of activity, enter the previously assigned account number.
7. **Full Registrant Name:** Enter the full IRP registrant name as it appears on an accompanying Schedule A or as previously reported to DMV.
8. **Declared Jurisdictional Weights:** If the vehicle(s) listed will be operated in all jurisdictions of travel at 80,000 lbs. G/CGW, mark (X) the box labeled "80,000 lbs. All Jurisdictions" and make no other entries. If the vehicle(s) will travel at 80,000 G/CGW in all jurisdictions with an exception weight in one or more jurisdictions, mark (X) the box indicating "80,000 lbs. all jurisdictions except as shown below" and enter the exception weights in the appropriate state box(es). If all vehicles will operate with an identical custom weight value, mark (X) the third box that states "Identical weights for all vehicles listed as shown below except vehicles (X) indicated in Column 1 and entered on the reverse" show the common weight on the front and if any vehicles will deviate from the common weight mark (X) the box in column 1 and enter the equipment number and deviation weights on the reverse of the form.

**VEHICLE DATA COLUMNS:**

1. **WGT Except:** Mark (X) this box next to any vehicles that require custom operating weight values from those entered above and enter the equipment number and custom weight on the reverse of the form.
2. **Action D=Delete A=Add:** Enter a "D" for vehicles being deleted or an "A" for vehicles being added. Complete only columns 2, 6, 7, 8, 9, and 10 for vehicles being deleted or when applying for replacement plates, stickers, or cab cards. When deleting and adding vehicles concurrently where weight fee credits are requested, list the delete vehicle first with the added vehicle below it. Important: The license plates, stickers, and cab cards must be surrendered with the application when reporting vehicle deletions. Weight fee credits will not be allowed unless all deleted vehicle credentials are surrendered with the application.
3. **Replacement Equipment #:** When requesting replacement vehicle weight fee credits enter the equipment number of the added vehicle in this column for the vehicle listed below the deleted vehicle.
4. **New IRP License Number: For DMV Use Only**
5. **Prior Juris:** If the vehicle was last registered in a foreign jurisdiction enter the previous foreign abbreviation.
6. **Prior License Plate Number:** If the listed vehicle was previously registered in California or any other jurisdiction indicate the prior license plate number.
7. **Equipment Number:** Enter your assigned vehicle equipment number. Equipment numbers must be seven numeric and alphabetic digits or less. Slashes (/), dashes (-), or any other non-numeric/alpha characters cannot be recorded.
8. **Year Model:** Enter the year model of the vehicle.

*Instructions continued on the back of this form.*

9. **Make:** Enter the make of the vehicle. Use the following common make abbreviations or enter the full make name. CHEV, FORD, FRGHT (Freightliner), GMC, INTL (International), KENWO (Kenworth), MACK, PETRB (Peterbilt), VOLVO, WHITE, WFTLN (White-Freightliner)
10. **Full Vehicle Identification Number:** The full Vehicle Identification Number must be reported. A full 17 digit numbers are issued for all vehicles manufactured in 1981 or later and all 17 digits must be entered.
11. **Body Type:** Enter the two digit body type code according to the following abbreviations: TT = Truck Tractor, TR = tractor, TK = single truck, BS = bus, PU = pickup, WK = wrecker, RT = road tractor, TX = taxi. Refer to Chapter 14, Descriptive Vehicle Guide, in the IRP customer handbook for body configuration descriptions, definitions, and pictures.
12. **Vehicle Axles:** Enter the number of axles of the vehicle.
13. **Maximum Combined Axles:** If registering your fleet in the province of Quebec, Canada, you must indicate the maximum possible number of axles that will be used in the combination of power/trailer vehicles.
14. **Bus Seats:** Enter the total number of seats, including the driver's seat for busses.
15. **Fuel:** Enter one of the following fuel codes: G = gas, D = Diesel, P = Propane
16. **CA Weight Indicator:** Indicate one of the following weight operational codes for the vehicle: U = power vehicles operated at 10,000 lbs. or less gross/Combined Gross Vehicle Weight, G = Non-towing power vehicles operated at 10,001 or more gross vehicle weight, C = Power vehicles operating in conjunction with trailers operated at 10,001 or more combined gross vehicle weight.
17. **CA GVW or CGW:** Enter the highest gross or combined gross weight that the vehicle will be operated in California.
18. **Unladen Weight:** Enter the unladen (empty) weight of the vehicle. Unladen weight must be reported for all vehicles regardless of their operational configuration.
19. **Factory List Price:** Enter the factory list price if you are qualifying for operation in the states of Colorado or Wyoming.
20. **Latest Purchase Price:** Enter the cost price to the current owner. Purchase price must include any trade-in value given for a used trade-in vehicle, federal excise taxes, destination or shipping charges and all necessary accessories added to the vehicle to make it road ready. Do not include state or local sales or use taxes.
21. **Date of Purchase:** Enter the date (month/year) the vehicle was purchased by the current owner.
22. **CA Code for # Months:** Enter the number of months fees are being deposited for California IRP registration only if the vehicle is being "converted" into the fleet from California intrastate registration. See Chapter 7, IRP Registration Fees of the IRP Customer Handbook for additional information.
23. **Lessor Name And Address:** If the vehicle is leased to the IRP registrant by an owner/operator enter the owner/operator name and address.

#### REVERSE SIDE: FEE COMPUTATIONS:

APPORTIONED FEES FOR THE CURRENT YEAR FOR ALL QUALIFIED IRP JURISDICTIONS MUST BE PAID WITH THIS APPLICATION. CUSTOMERS THAT ARE UNABLE TO COMPUTE APPORTIONED FEES FOR THE FOREIGN IRP JURISDICTIONS MUST SUBMIT 100% OF THE CALIFORNIA FEES THAT WOULD BE DUE FOR INTRASTATE REGISTRATION.

APPLICATIONS SUBMITTED AFTER OCTOBER 1 OF THE CURRENT YEAR MUST BE ACCOMPANIED BY FEES FOR THE SUBSEQUENT YEAR IF THE VEHICLE(S) REGISTERED ON THIS APPLICATION WILL CONTINUE TO BE OPERATED IN YOUR FLEET BEYOND DECEMBER 31. PLEASE REFER TO THE IRP CUSTOMER HANDBOOK, CHAPTER 7, FOR INSTRUCTIONS ON COMPUTING CALIFORNIA FEES.

Enter the equipment number(s) of the vehicles listed on the front of the form in the column headed "Equip #" and then enter the 100% California Weight, Registration, Commercial Motor Vehicle, CTIP, and Vehicle License fees in their respective columns. Indicate totals across and down and complete the calculations



# CALIFORNIA IRP VEHICLE DATA—SCHEDULE C

**TYPE OF APPLICATION—IMPORTANT: Read instructions and code tables on the reverse of this form before completing this schedule. Schedule A/B form must be submitted if any carrier information has changed.**

- ☐ New/Original IRP Application. Must attach Schedule A/B with full demographics information.  
☐ State Addition - Must attach Schedule A/B ☐ Vehicle Deletion(s) Only ☐ Vehicle Weight Increase  
☐ Replacement Credentials: check type ☐ License Plate ☐ Cab Card Only ☐ License Sticker(s) Only  
☐ Renewal: Use this form to list fleet vehicles to be renewed and/or deleted only if no renewal notice was received from DMV. Must attach Schedule A/B form  
☐ Vehicle Addition(s) Only ☐ Concurrent Vehicle Addition(s)/Deletion(s) Indicate sequential supplement # **SUPPLEMENT NUMBER** \_\_\_\_\_

DMV OCCUPATIONAL LICENSE NUMBER	FLEET NUMBER	ENTER EFFECTIVE DATE OF IRP REGISTRATION / /	APPLICATION YEARS <input type="checkbox"/> Current Year Only <input type="checkbox"/> Current and Subsequent Year	IRP ACCOUNT NUMBER
FULL REGISTRANT NAME				

**Declared Jurisdictional Weights - "X" the following boxes as applicable:** ☐ Maximum Weight All Jurisdictions ☐ Maximum weight all jurisdictions except as shown below ☐ Identical weights for all vehicles listed as shown below except vehicles (X) indicated in Column 1 and entered on the reverse of this form.

	AL	AB	AZ	AR	BC	LA	CA	CO	CT	DE	MA	FL	GA	ID	IL
IN		IA	KS	KY	NE	NH	NJ	NM	NY	NC	ND	NS	OH	MO	MT
NE		NV	NL	NB	RI	PA	PE	QC	SK	TN	TX	UT	VA	OK	ON
OR		WI	WY											WA	WA

1	2	3	4	5	6	7	8	9	10
WGT Except	Action D = Delete A = Add	Replacement Equipment #	New IRP License Number (DMV Use Only)	Prior Juris.	Prior License Plate Number	Equipment Number	Year Model	Make	Full Vehicle Identification Number
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

**Continue data for each vehicle listed below**

11	12	13	14	15	16	17	18	19	20	21	22	23
Body Type	Vehicle Axles	Maximum Combined Axles	Bus Seats	Fuel	CA Weight Indicator	CA GVW or CGW	Unladen Weight	Factory List Price	Latest Purchase Price	Date of Purchase	CA Code for # Months	Lessor Name and Address

Declaration: The undersigned declares, under penalty of perjury under the laws of the State of California that the information entered on both sides of this form is true and correct.

SIGNATURE <b>X</b>	TITLE	DATE	DAYTIME TELEPHONE NUMBER ( )
-----------------------	-------	------	---------------------------------



## CALIFORNIA IRP VEHICLE DATA—SCHEDULE C

### Combined Gross Weight Exceptions

Equipment #		Equipment #	
AL	AB	AZ	AR
IN	IA	KS	KY
NE	NV	NL	NB
OR	PA	PE	QC
WV	WI	WY	

### Equipment #

AL	AB	AZ	AR	BC	CA	CO	CT	DE	DC	FL	GA	ID	IL
IN	IA	KS	KY	LA	ME	MB	MD	MA	MI	MN	MS	MO	MT
NE	NV	NL	NB	NH	NJ	NM	NY	NC	ND	NS	OH	OK	ON
OR	PA	PE	QC	RI	SK	SC	SD	TN	TX	UT	VT	VA	WA
WV	WI	WY											

### Fees

Equip #	CA Weight Fee		CA Reg. Fee		CA CMV Fee		CA CTIP Fee		CA Veh. Lic. Fee		Total CA Fees		Foreign Jurisdiction Fees		Totals Across
	Current Year	Next Year	Current Year	Next Year	Current Year	Next Year	Current Year	Next Year	Current Year	Next Year	Current Year	Next Year	Current Year	Next Year	
Totals Down															

**IMPORTANT:** Apportioned fees for the current year for all qualified IRP jurisdictions must be paid with this application. Customers that are unable to compute apportioned fees for the foreign IRP jurisdictions must submit 100% of the California fees that would be due for intrastate registration. Applications submitted after October 1 of the current year, must be accompanied by fees for the subsequent year if the vehicle(s) registered on this application will continue to be operated in your fleet beyond December 31. Please refer to the IRP Customer Handbook, Chapter 7, for instructions on computing California fees.

**DMV copy of Self Issue Permits used for these vehicles must be attached to this application.**

Total Fees	
California Mileage Percentage	
Total California Apportioned Fees	
Total Foreign Jurisdiction Fees	
IRP Application Fee	
California Credential Fees	
Grand Total Fees	

DMV Use Only		
Original Applications: <ul style="list-style-type: none"><li>• Schedule A/B Attached</li><li>• Proof of Business Address Attached (rent/mortgage receipt)</li><li>• Reg. 522 Attached</li><li>• VIN(S) Verified</li><li>• FHVUT Verified or Exemption Attached</li></ul>	Renewal Applications: <ul style="list-style-type: none"><li>• Schedule A/B Attached</li><li>• Proof of Insurance Attached</li><li>• FHVUT Verified or Exemption Attached</li><li>• Agreement to Maintain Records Attached</li></ul>	Supplemental Applications <ul style="list-style-type: none"><li>• FHVUT Verified or Exempt</li><li>• VIN(S) Verified</li><li>• Clean R60 VIN printouts</li></ul>
		REG. 2126 ISSUED EXP. DATE AFFIX DMV DATE STAMP HERE

## AGREEMENT TO PREPARE AND MAINTAIN RECORDS IN ACCORDANCE WITH INTERNATIONAL REGISTRATION PLAN AND CALIFORNIA APPORTIONMENT REQUIREMENTS

Any registrant filing an apportioned registration application with California must prepare and maintain operational records to support all distance, purchase price and purchase date information reported on the application. (Note: For vehicles operated at a gross or combined gross vehicle weight of 10,000 pounds or less, certified unladen weight certificates are also required.)

**DISTANCE RECORDS:** An **Individual Vehicle Distance Record (IVDR)** must be prepared for each trip made by an apportioned power unit. Common IVDRs are the driver's trip reports. These documents are for recording trip and distance information of the individual apportioned vehicles. California requires the following information on an IVDR:

- |   |   |
|---|---|
| 1. Registrant's name                                | 7. Route or highway numbers traveled                              |
| 2. Fleet number (for carriers with multiple fleets) | 8. Beginning and ending odometer/hubodometer readings of the trip |
| 3. Power unit and trailer numbers                   | 9. Total trip distance traveled                                   |
| 4. Dates of trip (beginning and ending)             | 10. Distance traveled by jurisdiction                             |
| 5. Trip origin and destination                      | 11. Driver's name or ID   |
| 6. Intermediate trip stops                          |   |

In addition to the IVDRs, the registrant must prepare the following summaries:

1. A **monthly summary** that recaps, by equipment number, jurisdiction and fleet, total distance traveled by each apportioned power unit in each jurisdiction during the calendar month, based on the information recorded on the IVDRs.
2. A **quarterly summary** that recaps, by equipment number, jurisdiction and fleet, total distance traveled by the fleet in each jurisdiction during each calendar quarter. This summary cannot be used as a substitute for monthly summaries.
3. A **yearly summary** that recaps, by month/quarter, jurisdiction and fleet, total distance traveled by the fleet in each jurisdiction during the preceding year. The summary must readily support all actual distances reported on Schedule B.

**Accountable distance** includes interjurisdictional and intrajurisdictional distance, loaded and empty distance, deadhead and/or bobtail distance, off-highway distance, and trip permit distance. All distance accumulated by the power units apportioned in the fleet within the preceding year (July 1 through June 30 preceding the registration year) must be reported as **actual** on the application, regardless of changes in fleet vehicles, base jurisdictions, IRP account numbers, business names, business ownership, and/or business locations. **Estimated distance must not be used for jurisdictions in which the fleet had accumulated actual distance in the preceding year.**

**COST RECORDS:** Purchase invoices and other acceptable documentation are required to support the reported purchase prices and dates of vehicles apportioned in the fleet. These records must show the full purchase price of the vehicle, including the Federal Excise Tax, destination charge, and the value of any trade-in, additions and modifications.

**RECORD RETENTION:** Pursuant to Vehicle Code Section 8057, distance records must be retained to support the reported distance for the **current registration year and three previous registration years**; vehicle cost and weight records must be retained for **four years** after the close of the registration year in which the vehicle was deleted. Failure to make records available or provide adequate records for audit may result in an assessment based on an estimation of the fleet's true liability or 100% California fees, plus penalties and/or interest. In addition, no credits or refunds will be allowed for any overpaid jurisdictional fees.

**INTERJURISDICTIONAL TRAVEL:** Apportioned registration is intended for commercial vehicles that travel in two or more jurisdictions. Vehicles traveling only in one jurisdiction are not eligible for apportionment and are subject to full registration fees.

For detailed recordkeeping and reporting information and requirements, please refer to the **California International Registration Plan (IRP) Customer Handbook**.

**DECLARATION:** The undersigned has read this document, and agrees to prepare and maintain records and report information in accordance with the IRP and specific California apportioned registration requirements.

REGISTRANT'S NAME		ACCOUNT NUMBER
AUTHORIZED REGISTRANT EMPLOYEE'S NAME (PRINT)	SIGNATURE	TITLE
CITY	STATE	DATE

**NOTE:** This document must be signed by a corporate officer, owner, partner, or an authorized company employee, not a registration service agent.



*A Public Service Agency*

The state of Colorado assesses lower registration fees to power units which are operated nationally 10,000 miles or less annually. You must have a full 12 consecutive months of mileage records as substantiated by Individual Vehicle Mileage Records (IVMR) to qualify for the lower assessment. Vehicles for which you estimated 10,000 miles or less must be assessed at the higher rate at the time of registration. However, you may qualify for a refund adjustment if you can subsequently show proof that the vehicle did in fact operate less than 10,000 miles nationally. You must apply directly to the state of Colorado for any refund adjustments. List below all power units which qualify for the lower assessment and any power units for which you estimated less than 10,000 for which you may later qualify and claim a refund adjustment.

[illegible]

DATE	SIGNATURE	TITLE
	<b>X</b>	









## INDIVIDUAL VEHICLE DISTANCE RECORDS (IVDRs)

Carrier Name:				Fleet No.:	
Driver's Name:			Departure Date:		Return Date:
Driver's Signature:			Origin:		Destination:
Tractor No.:			Odometer/Hubodometer Readings		Total Distance
Trailer No.:			Beginning Reading	Ending Reading	
Date	Jurisdiction	City	Routes/Highways Traveled	Odometer Readings at State Boarder	Distance By Jurisdiction
Total Distance Traveled					

Note: All distance generated by the fleet must be recorded (i.e., interstate, intrastate, local, loaded, and empty distance.)

(Rev. 8/05)

---

20

13-M

**Note:** The Total Distance by Jurisdiction (bottom row) must equal the sum of the fleet's Total Distance for the month (last column).

(Rev. 8/05)

Registration Year 20 \_\_\_\_  
July 1, 20 \_\_\_\_ thru June 30, 20 \_\_\_\_

**Fleet No.:**

Grand Total

(Rev. 8/05)

# YEARLY RECAP BY MONTH

Registration Year 20 \_\_\_\_  
 July 1, 20 \_\_\_\_ thru June 30, 20 \_\_\_\_

Carrier Name:		Fleet No.:											
Month/Year	Jurisdictions												Total Distance
July/ 20													
Aug.													
Sept.													
Oct.													
Nov.													
Dec.													
Jan./ 20													
Feb.													
Mar.													
Apr.													
May													
June													
Totals													Grand Total

Note: The Total Distance by Jurisdiction (bottom row) must equal the sum of the fleet's Total Distance for the year (last column)

**STATEMENT OF FACTS  
 MOTOR CARRIER FLEET NAME CHANGE**

VEHICLE IDENTIFICATION NUMBER (VIN)	MAKE	CALIFORNIA LICENSE PLATE NUMBER
ACCOUNT NUMBER	LICENSE YEAR	CARRIER NAME

Complete **Sections A and B**

**Section A  
 Statement of Facts  
 for Carrier Fleet**

CARRIER ADDRESS

- ☐ There has been a name change for this account number.
1. Does the name change also reflect a change of ownership? ☐ Yes ☐ No
2. Check one the the following:
- ☐ No change in the composition or operation of the fleet.
- ☐ A change in the composition or operation of the fleet was effective on \_\_\_\_\_ MONTH, DAY, YEAR

***Please explain changes:***

**Section B  
 Certification and  
 Signature**

I further agree to indemnify and save harmless the Director of Motor Vehicles, State of California, and subsequent purchasers of said fleet, for any loss they may suffer resulting from registration of the above described fleet in California, from issuance of a California certificate of ownership covering the same.

***I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.***

COMPANY NAME	DAYTIME TELEPHONE NUMBER (       )
--------------	---------------------------------------

DATE	AUTHORIZED SIGNATURE <b>X</b>
------	----------------------------------

**INTERNATIONAL REGISTRATION PLAN (IRP)  
 CUSTOMER APPLICATION CHECKLIST  
 (For applications listed below)**

**ACCOUNT INFORMATION**

**IMPORTANT:** Renewal applications **MUST** be sent directly to Headquarters. Every requirement (unless optional) listed on the reverse, and every fee listed for each application type must be fulfilled before operating credentials can be issued.

REGISTRANT'S BUSINESS NAME

LICENSE YEAR

IRP ACCOUNT NUMBER

SUPPLEMENT NUMBER

**FEE TABLE**

SECTION NUMBER	TYPE OF APPLICATION	APPLICATION FEES	NUMBER OF ITEMS	TOTAL COST PER LINE
1	Original	Estimate per Section 1 on reverse		\$
2	Vehicle addition	Estimate per Section 2 on reverse		\$
4	Vehicle deletion/addition	\$ 2 per vehicle for each replacement weight fee credit		\$
5	Weight increase	Estimate of fees per Section 5 on reverse		\$
6	Replacement plates	\$ 17 per vehicle		\$
6	Replacement cab card	\$ 16 per cab card		\$
6	Replacement sticker only	\$ 16 per sticker		\$
7	Jurisdiction add	Estimate per Section 7 on reverse		\$
1, 2	Original and vehicle addition	\$ 1 for reflectorized plates		\$
1, 2, 5	Original, vehicle addition, and declared weight change	\$ 3 per set of weight decals/or stickers		\$
1, 2, 3, 4, 5, 6, 7, 8	Original and supplement	\$ 2 per application Administrative Service Fee		\$
1, 2, 4, 5, 6, 7, 8	Original and supplement	\$ 2 per stickers, plates or cab card issued		\$

**ESTIMATED TOTAL FEES DUE \$**

**DECLARATION AND SIGNATURE**

**I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

THIS DOCUMENT EXECUTED AT (CITY, COUNTY, STATE)

PRINTED NAME OF REGISTRANT OR REGISTRANT'S AUTHORIZED EMPLOYEE/AGENT

OCCUPATIONAL LICENSE NUMBER (FOR REGISTRATION AGENTS ONLY)

OCCUPATIONAL LICENSE EXPIRATION DATE

SIGNATURE OF REGISTRANT OR REGISTRANT'S AUTHORIZED REPRESENTATIVE

DATE

**FOR DMV USE ONLY**

OFFICE DATE LINE STAMP

CREDENTIALS TAKEN UP

☐ Plates ☐ Cab Cards ☐ Sticker(s)

☐ REG 2126 issued \_\_\_\_\_ EXPIRATION DATE

☐ No REG 2126 issued

☐ **CHECK THE BOX(ES) TO INDICATE WHICH DOCUMENTS/OR FEES ARE BEING SUBMITTED**

**SECTION 1: ORIGINAL APPLICATION**

**REQUIRED:**

- Fees: Check appropriate box to indicate method used:
- ☐ Apportioned for California (including county fees) and all qualified IRP jurisdictions, **OR**
  - ☐ \$200 per vehicle per month for the number of months from the application date to December 31, **OR**
  - ☐ 100% California fees, including county fees (see Chapter 7 of the IRP handbook).
- ☐ Schedule A/B, Carrier Information, REG 2117 IRP.
  - ☐ Schedule C, Vehicle Data, REG 2118 IRP.
  - ☐ FHVUT Proof of payment or exemption.
  - ☐ Agreement to prepare and maintain records, REG 522.

- ☐ Rent receipt or mortgage payment with business physical address.
- ☐ VIN Verification, unless exempt (see Section 4.035 of the IRP handbook).
- ☐ IFTA Number or "Applied For" on Schedule A/B.
- ☐ US DOT Number or "Applied For" on Schedule A/B.

**WHEN APPLICABLE:**

- ☐ Commercial Driver License number on Schedule A/B for owner/operators
- ☐ Copy of Lease Agreement, (Owner-Operator)
- ☐ Registration Service Agent Authorization.

**SECTION 2: VEHICLE ADDITION SUPPLEMENT**

**REQUIRED:**

- ☐ Fees: Check appropriate box to indicate method used:
- ☐ Apportioned for California (including county fees) and all qualified IRP jurisdictions, **OR**
- ☐ \$200 per vehicle per month for the number of months from the application date to December 31, **OR**
- ☐ 100% California fees, including county fees (see Chapter 7 of the handbook).

- ☐ Schedule C, Vehicle Data, REG 2118 IRP.
- ☐ FHVUT Proof of payment or exemption.
- ☐ VIN Verification, unless exempt (see Section 4.040 of the IRP handbook).

**WHEN APPLICABLE:**

- ☐ Copy of Lease Agreement (Owner-Operators)

**SECTION 3: VEHICLE DELETION SUPPLEMENT**

**REQUIRED:**

- ☐ Schedule C, Vehicle Data, REG 2118 IRP.
- ☐ Deleted vehicle plates and cab card or statement of disposition.

**SECTION 4: VEHICLE DELETION/ADDITION SUPPLEMENT**

**REQUIRED:**

- ☐ All requirements under sections 2 and 3 above.

**REQUIRED:** When applying for replacement weight fee credit:

- ☐ Fees: \$2 per weight fee credit per vehicle.

**SECTION 5: WEIGHT CHANGE SUPPLEMENT**

**REQUIRED:**

- ☐ Fee for weight difference due as described in Chapter 7 of the IRP Customer Handbook AND

- ☐ \$10 per vehicle per jurisdiction
- ☐ Schedule C, Vehicle Data, REG 2118 IRP.
- ☐ FHVUT Proof of payment or exemption.

**SECTION 6: REPLACEMENT CREDENTIAL SUPPLEMENT**

**TYPE:**

☐ Plates

☐ Cab Cards

☐ Stickers

☐ Weight Decal/Sticker

**REQUIRED:**

- ☐ Fees: As listed under respective replacement credential on fee table on reverse.
- ☐ Schedule C, Vehicle Data, REG 2118 IRP.

**WHEN APPLICABLE:**

- ☐ Surrender remaining plates or statement of disposition.
- ☐ Surrender cab card or statement of disposition.
- ☐ Weight decal/sticker or statement of disposition.

**SECTION 7: JURISDICTION ADDITION SUPPLEMENT**

**REQUIRED:**

- Fees: Check appropriate box to indicate method used:
- ☐ Estimate per jurisdiction added, as described on Chapter 5 of the IRP customer Handbook OR
  - ☐ \$50 per application and \$2 per fleet vehicle.

- ☐ Photocopy of Original or Renewal mileage Schedule
- ☐ New mileage Schedule A/B, REG 2117 IRP, with new jurisdictions and miles.
- ☐ Schedule C, Vehicle Data, REG 2118 IRP.
- ☐ Jurisdiction addition weight qualification form, REG 5018.

**SECTION 8: NAME OR ADDRESS CHANGE SUPPLEMENT**

**REQUIRED for CHANGE OF REGISTRANT'S NAME:**

- ☐ Fees: \$2 per application Administrative Service Fee and \$2 per fleet vehicle cab card fee.
- ☐ Schedule A/B, Carrier Information, REG 2117 IRP.
- ☐ Statement of Facts, REG 256 M.

**REQUIRED for FLEET ADDRESS CHANGE/CORRECTION:**

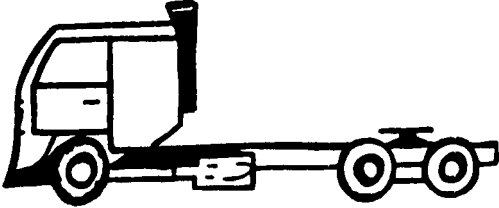
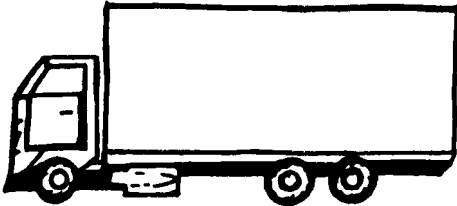
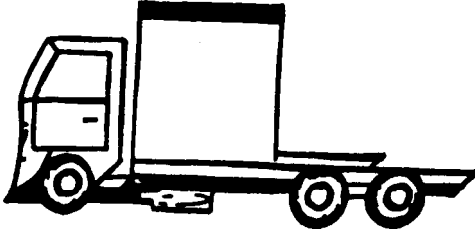
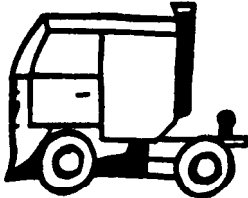
- ☐ Fees: \$2 per application Administrative Service Fee and \$2 per fleet vehicle cab card fee.
- ☐ Schedule A/B, Carrier Information, REG 2117 IRP.
- ☐ Submission of basing documents as described in Chapter 4 of the IRP Customer Handbook.

**PLEASE NOTE:** The fees paid with an IRP application are a **DEPOSIT ONLY** against the total fees due as computed and reported by the IRP Unit at DMV headquarters in Sacramento. Once a billing statement has been issued, subsequent temporary operating authority or annual cab card will not be issued until the balance due is **PAID IN FULL**. For additional information and/or forms refer to the IRP Customer Handbook (REG 524), the IRP Fast Facts (FFIRP-1), or DMV's Web site at [www.dmv.ca.gov](http://www.dmv.ca.gov). The IRP Operations telephone number is (916) 657-7971 and the fax number is (916) 657-6628.

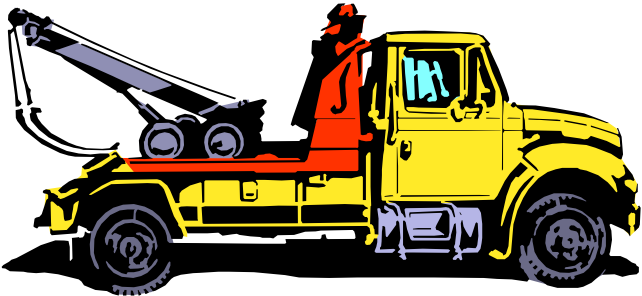
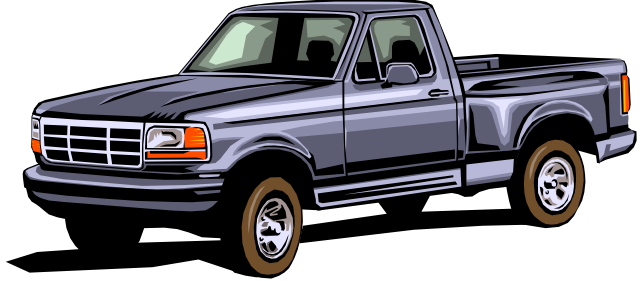


## CHAPTER 14 VEHICLE DESCRIPTION GUIDE

The following vehicle illustrations are the types of power units to be listed in Column 11 of the Schedule C (REG 2118 IRP).

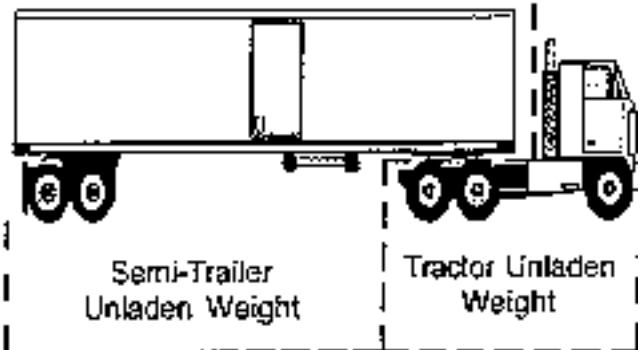
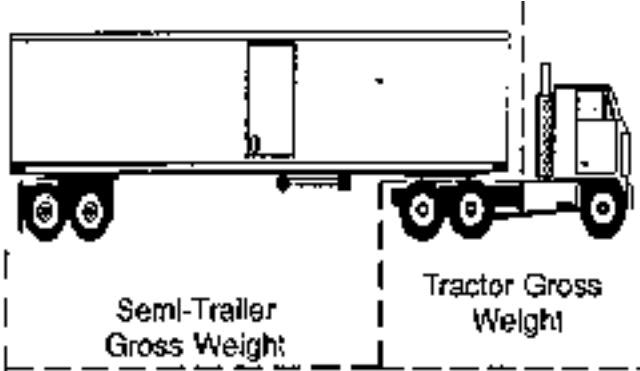
	Definition	Picture Description
<b>Tractor (TR)</b>	A motor vehicle designed and used primarily for drawing other vehicles, but not so constructed as to carry a load other than a part of the weight of the vehicles and load so drawn.	
<b>Truck (Single) (TK)</b>	Every motor vehicle designed, used or maintained primarily for the transportation of property.	
<b>Truck Tractor (TT)</b>	A motor vehicle designed and used primarily for drawing other vehicles but constructed as to carry a load other than a part of the weight of the vehicle and the load drawn.	
<b>Road Tractor (RT)</b>	A motor vehicle designed and used for drawing other vehicles and not so constructed as to carry any load thereon either independently or any part of the weight of a vehicle or load so drawn.	

## CHAPTER 14 VEHICLE DESCRIPTION GUIDE

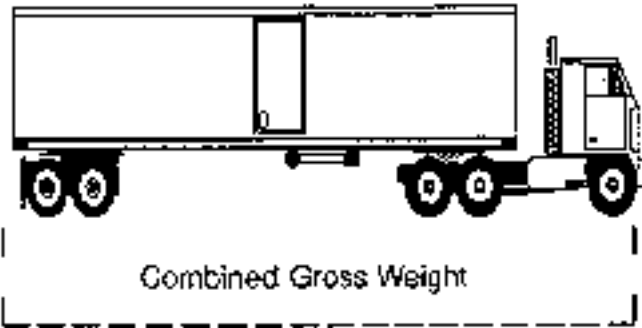
<b>Wrecker (WK) (Tow Truck)</b>	<p>A motor vehicle which has been altered or designed and equipped for, and primarily used in the business of, transporting vehicles by means of a crane, hoist, tow bar, tow line, or dolly or is otherwise primarily used to render assistance to other vehicles.</p>	
<b>Pick-Up Truck (PU)</b>	<p>A motor truck with a manufacturer's gross vehicle weight rating of less than 11,500 pounds, and unladen weight of less than 8,001 pounds, and which is equipped with an open box-type bed not exceeding 9 feet in length. Pick-up truck does not include a motor vehicle otherwise meeting the above definition, that is equipped with a bed-mounted storage compartment unit commonly called a "utility body."</p>	

## CHAPTER 14 VEHICLE DESCRIPTION GUIDE

### Vehicle Weights Defined

	Definition	Picture Description
<b>Unladen Weight</b> <b>(V. C. 660)</b>	<p>The "unladen weight" of a vehicle is the weight equipped and ready for operation on the road including the body, fenders, oil in motor, radiator full of water, with five gallons of gasoline or equivalent weight of other motor fuel; also equipment required by law, and unless exempted</p> <p>under Section 661, any special cabinets, boxes or body parts permanently attached to the vehicle, and any machinery, equipment or attachment which is attendant to the efficient operation of the body or vehicle. Unladen weight shall not include any load or any machinery or mechanical apparatus, such as, but not limited to, wood saws, well-drilling machines, spray apparatus, tow truck cranes, and grinding equipment. The unladen weight of a vehicle shall have no application in determining any fee under this code or the Revenue and Taxation Code other than Section 9400."</p>	 <p>The diagram shows a side profile of a semi-trailer truck. A dashed vertical line separates the tractor (cab) from the semi-trailer. Below the tractor, a dashed box is labeled 'Tractor Unladen Weight'. Below the semi-trailer, a dashed box is labeled 'Semi-Trailer Unladen Weight'.</p>
<b>Declared Gross Weight</b>  <u>Or</u>  <b>Gross Vehicle Weight</b>	<p>The weight that equals the total unladen weight of the vehicle plus the weight of the heaviest load that will be transported on the vehicle.</p>	 <p>The diagram shows a side profile of a semi-trailer truck, identical to the one above. A dashed vertical line separates the tractor from the semi-trailer. Below the tractor, a dashed box is labeled 'Tractor Gross Weight'. Below the semi-trailer, a dashed box is labeled 'Semi-Trailer Gross Weight'.</p>

## CHAPTER 14 VEHICLE DESCRIPTION GUIDE

<b>Declared Combined Gross Weight</b>  <b><u>Or</u></b>  <b>Combined Gross Vehicle Weight</b>	<p>The total unladen weight of the combination of vehicles (motor truck and trailer) plus the weight of the heaviest load that will be transported by the combination.</p>	 <p>The diagram shows a side profile of a semi-truck pulling a long trailer. A dashed line with vertical end caps spans the entire length of the vehicle combination, from the front of the truck to the rear of the trailer. Below this line, the text 'Combined Gross Weight' is centered.</p>
---	--	--

## CHAPTER 15-DEFINITIONS

---

**Actual Miles** - The true total miles traveled by a fleet of apportioned power units.

---

**Allocated Vehicle** - A vehicle to which a particular jurisdiction's basic registration plate or apportioned registration plate is attached upon payment of the jurisdiction's full basic registration fee. A portion of each fleet of one-way vehicles is "allocated" to each jurisdiction into or through which the fleet travels (each vehicle of the fleet need not enter every jurisdiction).

---

**Applicant** - A person, firm, or corporation in whose name an application is filed with a base jurisdiction to apportion a fleet of vehicles.

---

**Apportioned Fee** - Any periodic recurring fee required for licensing or registering vehicles, such as but not limited to, registration fees, license or weight fees.

---

**Apportionment** - An optional method of registering commercial vehicles operating on an interstate basis. (A fleet operator may apply for apportioned registration and pay fees based on the mileage traveled in each state.) A registration based on the proportional payment of registration fees, whether determined by the quotient of total distance traveled, revenue received, average presence, or any other similar method approved in the plan.

---

**Apportionable or Apportion Registered Vehicle** - Any vehicle used or intended for use in two or more member jurisdictions that allocate or proportionally register vehicles and is used for the transportation of persons for hire or designed, used or maintained primarily for the transportation of property and:

- Is a power unit having two axles and a gross vehicle weight (GVW) or registered gross vehicle weight in excess of 26,000 pounds; or
- Is a power unit having three or more axles, regardless of weight; or
- Is used in combination, when the combination weight exceeds 26,000 pounds gross vehicle weight.

*\*Option of the registrant:* Vehicles, or combinations thereof, having a gross vehicle weight of 26,000 pounds or less and 2 axle vehicles and buses used in transportation of chartered parties may be apportion registered.

**Exceptions:** Recreational vehicles, vehicles displaying restricted plates, city pick up and delivery vehicles, buses used in transportation of chartered parties, and government-owned vehicles.

---

## CHAPTER 15-DEFINITIONS

---

**Audit -** A physical examination of a registrant's operational records including source documentation to verify fleet distance and accuracy of a registrant's record keeping system for that fleet. The examination will be of the records maintained for a fleet during the respective preceding year. This does not preclude an audit of multiple fleets for multiple years. The purpose of the audit is to determine the proper total distance traveled and the percentage of distance traveled in each jurisdiction. These percentages equate to the proper registration fees owed by the registrant for a particular fleet or the registration fees owed to the registrant for a particular fleet.

---

**Axle -** An assembly of a vehicle consisting of two or more wheels whose centers are in one horizontal plane, by means of which a portion of the weight of a vehicle and its load, if any, is continually transmitted to the roadway.

---

**Base Jurisdiction -** For the purposes of fleet registration, the jurisdiction where the registrant has an established place of business, where distance is accrued by the fleet and where operational records of such fleet are maintained or can be made available in accordance with the provisions of IRP Section 1602.

---

**Base Plate -** The license plate issued by the base jurisdiction and shall be the only registration identification plate issued for the vehicle by any member jurisdiction.

---

**Cab Card -** Proof of registration issued by the base jurisdiction for a vehicle of an apportioned fleet that identifies the vehicle, the registrant, the jurisdictions for which the vehicle is apportioned, the license plate number, the registered weight by jurisdiction, and other necessary information.

---

**California Resident -** As defined in CVC 516: "Resident" means any person who manifests an intent to live or be located in this state on more than a temporary or transient basis. Presence in the state for six months or more in any 12-month period gives rise to a rebuttable presumption of residency.

The following are evidence of residency for purposes of vehicle registration:

- (a) Address where registered to vote.
  - (b) Location of employment or place of business.
  - (c) Payment of resident tuition at a public institution of higher education.
  - (d) Attendance of dependents at a primary or secondary school.
  - (e) Filing a homeowner's property tax exemption.
  - (f) Renting or leasing a home for use as a residence.
  - (g) Declaration of residency to obtain a license or any other privilege or benefit not ordinarily extended to a nonresident.
  - (h) Possession of a California driver's license.
  - (i) Other acts, occurrences, or events that indicate presence in the state is more than temporary or transient."
-

## CHAPTER 15-DEFINITIONS

---

**Carrier** - Fleet operator who engages in the transportation of passengers or property for compensation or hauls their own commodity (private).

---

**Chartered Party** - A group of persons who, pursuant to a common purpose and under a single contract, and at a fixed charge for the vehicle in accordance with the carrier's tariff, lawfully on file with the U. S. Department of Transportation, have acquired the exclusive use of a passenger-carrying motor vehicle to travel together as a group to a specified destination or for a particular itinerary, either agreed upon in advance or modified by the chartered group after having left the place of origin.

---

**Certified Funds** - A payment instrument guaranteed by cash on deposit, e.g. certified or cashier's check or money order

---

**Combination of Vehicles** - A power unit used in combination with trailers, semi-trailers and/or auxiliary axles.

---

**Combined Gross Weight (CGW)**

or

**Combined Gross Vehicle Weight (CGVW)** - See Page 14-4.

---

**Commercial Vehicle** - As defined in CVC Section 260(a): "A 'commercial vehicle' is a vehicle of a type required to be registered under this code used or maintained for the transportation of persons for hire, compensation, or profit or designed, used, or maintained primarily for the transportation of property."

---

**Commercial Vehicle Registration Act of 2001** - Senate Bill 2084 which was signed into law on September 29, 2000, created this law which effective December 31, 2001, significantly changed the annual fee structure for all commercial motor vehicles and created the Permanent Trailer Identification program for all trailers except camp trailers and park trailers.

---

**Credentials** – Cab cards, plates, and stickers issued by the base jurisdiction to substantiate valid registration of apportionable vehicles.

---

**CVC or V.C.**- California Vehicle Code. The statutory authority that sets forth the California state laws related to vehicle and driver licensing.

---

**CVRA** - See "Commercial Vehicle Registration Act of 2001".

---

**Distance** - For purposes of IRP, the word distance or distances, as used in this handbook, is intended to be synonymous with "miles" or "mileage."

---

**Enforcement Date** - The date the base jurisdiction requires a registrant to display the new registration year's credentials.

---

## CHAPTER 15-DEFINITIONS

---

**Established Place of Business** - “Established Place of Business” means a physical structure located within the base jurisdiction that is owned, leased or rented by the fleet registrant. The physical structure shall be designated by a street number or road location. A post office box is not sufficient to satisfy this requirement. This physical structure must be open during normal business hours and have located within it:

- 1) A telephone(s) publicly listed in the name of the fleet registrant,
- 2) A person(s) in the permanent employment of the registrant conducting the fleet registrant’s trucking-related business.
- 3) The operational records of the fleet (unless such records can be made available in accordance with the provisions of IRP Section 1602).

---

**Estimated Miles** - An approximate calculation of miles to be operated by a fleet of apportionable vehicles based on anticipated travel.

---

**Fleet** - One or more apportionable vehicles.

---

**Gross Weight (GW) or Gross Vehicle Weight (GVW)** - *refer to Page 14-3.*

---

**Household Goods Carrier** - A carrier handling: (a) personal effects and property used or to be used in a dwelling; (b) furniture, fixtures, equipment, and the property or stores, offices, museums, institutions, hospitals or other establishments, when a part of the stock, equipment, or supply of such stores, offices, museums, institutions, including objects of art, displays and exhibits which because of their unusual nature or value, require the specialized handling and equipment usually employed in moving household goods.

---

**In-jurisdiction Distance** - The total distance operated by a fleet of apportioned vehicles in a jurisdiction during the preceding year. In those cases where the registrant operated a fleet of apportioned vehicles in jurisdictions that require no apportionment and grant reciprocity, the base jurisdiction may add such distance to the in-jurisdiction distance.

---

**Interstate Operation** - Movement of a vehicle which begins in one state and ends in another state.

---

**Intrastate Operation** - Movement of a vehicle which begins in one state and ends in the same state.

---

**IVDR** - Individual Vehicle Distance Record. The original record generated in the course of actual vehicle operation and used as a source document to verify the registrant’s application for accuracy. An IVDR must contain the information set forth in the IRP Audit Procedures Manual.

---



## CHAPTER 15-DEFINITIONS

---

**Jurisdiction** - A state, country, province, territory, possession, or federal district of a country.

---

**Lease** - A written document vesting exclusive possession, control, and responsibility for the operation of the vehicle to the lessee for a specific period of time.

(a) A long-term lease is for a period of 30 days or more.

(b) A short-term lease is for a period of fewer than 30 days.

---

**Lessee** - A person, firm, or corporation which has the legal possession and control of a vehicle owned by another under terms of a lease agreement.

---

**Lessor** - A person, firm, or corporation which, under the terms of a lease, grants the legal right of possession, control of, and responsibility for the operations of the vehicle to another person, firm, or corporation.

---

**Long Term** - Any period of time exceeding 29 days

---

**Motor Carrier** - A person, firm or corporation engaged in the commercial transportation of goods or persons.

---

**Motor Vehicle** - Every vehicle which is self-propelled by power other than muscular power.

---

**Operational Records** - Documents supporting the total distance traveled in each jurisdiction and total distance traveled such as fuel reports, trip sheets and logs.

---

**Owner** - A person, firm or corporation, other than a lienholder, holding legal title to a vehicle.

---

**Owner-Operator** - A person, firm or corporation leasing an apportioned motor vehicle with driver to a motor carrier.

---

**Preceding Year** - The period of twelve consecutive months immediately prior to July 1st of the year immediately preceding the commencement of the registration or license year for which apportioned registration is sought.

---

**Properly Registered Vehicle** - A vehicle which has been registered in full compliance with the laws of all jurisdictions in which it is intended to operate.

---

**Reciprocity** - An apportionable vehicle properly registered hereunder shall be exempt from further registration by any other member jurisdiction.

---

## CHAPTER 15-DEFINITIONS

---

**Reciprocity Agreement** - An agreement, arrangement, or understanding governing the reciprocal grant of rights and/or privileges to vehicles which are based in and properly registered under the applicable laws of the jurisdictions which are parties to such an agreement, arrangement, or understanding.

---

**Recreational Vehicle** - A vehicle used for personal pleasure or personal travel, not in connection with any commercial endeavor.

---

**Registrant** - A person, firm or corporation in whose name or names a vehicle is properly registered

---

**Registration Service Agent** - A person or business entity who, for a fee, prepares registration applications and presents them to the department on behalf of another.

---

**Registration Year** - The twelve month period during which the registration issued by the base jurisdiction is valid according to the laws of the base jurisdiction.

---

**Rental Fleet** - Vehicles the rental owner designates as a rental fleet and which are offered for rent with or without drivers.

---

**Rental Owner** - Someone who rents vehicles to others with or without drivers.

---

**Rental Transaction** - For the rental of a vehicle, this shall be deemed to occur in the jurisdiction where such vehicle first comes into possession of the user.

---

**Rental Vehicle** - A vehicle of a rental fleet.

---

**Renting or Leasing** - The giving of possession and control of a vehicle for valuable consideration for a specified period of time.

---

**Restricted Plate** - A registration plate that has time (less than a registration year), geographic area, distance or commodity restrictions.

---

**Service Bureau** - *See Registration Service Agent*

---

**Service Representative** - One who furnishes facilities and services including sales, warehousing, motorized equipment and drivers under contract or other arrangements to a carrier for transportation of property by a household goods carrier.

---

**Staggered Registration** - A method of distributing fleet registration so that credentials expire in different months during the same registration year.

---

## CHAPTER 15-DEFINITIONS

---

**Total Distance** - The total distance including those accrued on trip permits, operated by a fleet of apportioned vehicles in all jurisdictions during the preceding year.

For purposes of motor bus apportionment, total distance shall be calculated as provided in Article XIII of the International Registration Plan.

For purposes of reduced operations, total distance shall be reduced by the actual distance traveled in the eliminated jurisdictions. Reduced operations include distance operated on trip permits in the reporting period.

---

**Trailer** - A vehicle without motive power, designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that no part of its weight rests upon the towing vehicle.

---

**Trip Permit** - A temporary permit issued by a jurisdiction in lieu of regular registration or reciprocity.

---

**Weight Decal** – A decal affixed to the outside of the driver and passenger's door panel of a power unit, that reflects the top of the weight range (in thousands) of the declared gross combined weight or gross operating weight reported to the department at the time of registration or when a weight change is reported.

---

**Wire** - Communication by electronic transmission.

---

## CHAPTER 16 DMV IRP FIELD OFFICES

DMV IRP designated field offices are listed below. Staff trained to handle IRP transactions may not always be available to provide the necessary specialized service, unless an appointment is scheduled in advance. Please call to schedule an appointment.

Field Office	Address	Telephone Number
Alturas	903 N. West C Street, 96101	800-777-0133
Bakersfield	3120 F Street, 93301	800-777-0133
Banning	1034 W. Ramsey Street #B, 92220	800-777-0133
Crescent City	1475 Parkway Drive, 95531	800-777-0133
Fall River Mills	43467 Hwy 299 East, 96028	800-777-0133
Folsom	323 E. Bidwell Street #A, 95630	800-777-0133
Fontana	16499 Merrill Avenue, 92335	800-777-0133
Fresno	655 W. Olive Avenue, 93728	800-777-0133
Glendale	1335 W. Glenoaks Boulevard, 91201	800-777-0133
Los Angeles	3615 S. Hope Street, 90007	800-777-0133
Modesto	124 Burney Street, 95354	800-777-0133
Montebello	424 N. Wilcox Avenue, 90640	800-777-0133
Mount Shasta	154 Morgan Way, 96067	800- 777-0133
Oakland	5300 Claremont Avenue, 94618	800-777-0133
Pomona	1600 S. Garey Avenue, 91766	800-777-0133
Redding	2135 Civic Center Drive, 96001	800-777-0133
Roseville	222 Harding Boulevard, 95678	800-777-0133
Sacramento	4700 Broadway, 95820	800-777-0133
San Diego	3960 Normal Street, 92103	800-777-0133
San Francisco	1377 Fell Street, 94117	800-777-0133
South Sacramento	7226 Florin Mall Drive, 95823	800-777-0133
Truckee	11357 Donner Pass Road #1, 96161	800-777-0133
Yreka	1848 Fort Jones Road, 96097	800-777-0133

## CHAPTER 16 DMV IRP FIELD OFFICES

The following DMV Industry Service Centers provide service to vehicle dealerships, financial institutions, registration service agents, and trucking companies only.

Staff trained to handle IRP transactions may not always be available to provide the necessary specialized service unless an appointment is scheduled in advance. Please call to schedule an appointment.

Industry Service Center	Address	Telephone Number
Compton ISC	2111 S. Santa Fe Avenue, 90221	310-631-5175
Inglewood ISC	621 N. La Brea Avenue, 90302	310-419-2308
Mountain View ISC	595 Showers Drive, 94040	408-277-1341
Placentia ISC	2390 N. Rose Drive, 92870	714-528-7278
Spring Valley ISC	9665 Campo Road, 91977	619-469-9360

The following California Highway Patrol (CHP) Inspection Facilities assist carriers entering California who may be subject to vehicle impoundment due to lack of proper IRP credentials

Inspection Facility	Address	Telephone Number
Calexico Inspection Facility	1700 Carr Road, 92231	760-768-4009
Otay Mesa Inspection Facility	2335 Enrico Fermi, 92154	619-671-3009

**\*\*Walk-in service to the general public is not provided at DMV Industry Service Centers and CHP Inspection Facilities.**

